

Eastern Health

POSITION DESCRIPTION

Position Title:	Social Worker – Grade 3
Award Classification:	SC31 – SC34
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Agreement 2021-2026
Position Reports to:	Allied Health Manager (Acute and Aged Medicine) Social Work Manager (professional)

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



1. POSITION PURPOSE

The Grade 3 Senior Social Worker is required to provide high quality care to clients and families through the autonomous use of expert clinical skills within the sub-acute setting at Peter James Centre, highly effective communication, and provide professional leadership within the multi-disciplinary team, the Eastern Health Social Work Department, and the broader organisation.

Their advanced clinical and professional expertise, managerial and leadership skills will enable them to provide high-level consultation on both professional and acute and sub-acute care issues within the organisation to ensure the promotion of social work professional values and high standards of social work service provision. This position will also be responsible for ensuring that Eastern Health Social Work policies and processes are implemented fully within the multi-disciplinary team as directed by the Manager of Social Work and Manager of Allied Health.

This position has a role in providing high level clinical expertise across Eastern Health Allied Health. Advanced skills in team work, negotiation, and organizational skill will ensure a positive collaborative working relationship with the Eastern Health Professional Council in Social Work.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Knowledge, skills and resources of the social worker

- Demonstrate a high-level of clinical reasoning and advanced casework skills in the area of acute and sub-acute care social work, using a client-centred approach.
 - Demonstrate experience in working with patients and families in a health setting.
 - Demonstrate high-level understanding of, and sensitivity to, ethical and intersectional issues.
- Knowledge, skills and resources of the social worker
- Demonstrate effective counselling skills particularly in loss and grief and crisis management.
 - Demonstrate a high-level of autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility.
 - Demonstrate flexibility/responsiveness within professional practice/duties/roles in order to meet organisational goals/priorities.
 - Demonstrate a comprehensive understanding of, and commitment to, the principles of discharge planning practice.
 - Demonstrate a high-level understanding of relevant community resources and systems.
 - Demonstrate a comprehensive understanding of relevant social work theory and its relationship to clinical practice.
 - Demonstrate critical reflection within professional practice, a capability in creating practice theory, and acting as an appropriate change agent.
 - Demonstrate high-level knowledge and utilisation (where possible) of appropriate standardised social work processes and outcome measures.
 - Demonstrate an awareness/understanding of contextual State or Commonwealth governmental programs/initiatives and their potential impacts on service provision.
 - Demonstrate a comprehensive understanding of relevant legislation including Child Protection, Adoption, Family Violence and MARAM frameworks.
 - Provide high-level policy advice to the Social Work Manager on specialist matters relating to clinical practice.

- Demonstrate comprehensive knowledge of professional bodies associated with the area of clinical practice and professional group.
- Demonstrate expert communication with high-level verbal, non-verbal and written skills within the social work service, multi-disciplinary team, organisation, and with external agencies.
- Demonstrate high-level conflict resolution and negotiation skills.
- Demonstrate a willingness to seek appropriate clarification, support/assistance as required.
- Provide leadership within group-work approaches as appropriate.
- Meet annual social work credentialing requirements

Multidisciplinary and Interdisciplinary work environments

- Promote effective social work service provision and professional relationships within the Health Service through active liaison with managers, medical, nursing, allied health, and other ward/unit staff.
- Effectively promote an understanding of the professional social work role within the organisation.
- Provide expert consultation and liaison to social work and other professional organisational staff.
- Actively participate and provide leadership within, a coordinated team approach to client care including facilitating family meetings (as appropriate).
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients.
- Provide expert consultation and liaison to other professional organisational staff
- Demonstrate commitment to promoting collegial practice and cohesive team functioning.
- Demonstrate advanced team work, negotiation, and organizational skill to ensure a positive collaborative working relationship with the Eastern Health Senior Social Work Management Team.
- Demonstrate an expert understanding of an interdisciplinary model of practice, including generic assessment and intervention skills.

Client involvement

- Demonstrate a commitment to client-centred practice (eg involve clients/carers/external providers in decision-making and advocate on their behalf as necessary) and provide specialised education and/or information to clients/carers appropriate to their needs.
- Demonstrate leadership in the organizations patient-centred model of care.
- Understand the commitment of the Health Service to consumer participation and accordingly promote active links with consumer groups.

Supervision

- Actively participate in regular supervision.
- Develop (and autonomously pursue) own learning plan in conjunction with Social Work Manager.
- Actively seek feedback on professional performance and respond appropriately/professionally to such feedback.
- Acknowledge limitations of professional knowledge and experience, and seek assistance as required.
- Provide high-level professional clinical supervision and consultation to social work staff (formal and informal).

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the ACHIEVE / personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

☐ Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____ ATTACHMENT 1

KEY SELECTION CRITERIA

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Personal Qualities

1. Team Work: co-operate and work well with others in the pursuit of team goals, share information, support others, show consideration, concern and respect for others feelings and ideas.
2. Commitment: be enthusiastic and committed; demonstrate the capacity for sustained effort and hard work. Set high standards for performance.
3. Initiative: Be proactive and self-starting. Seize opportunities and act upon them. Originate action and actively influence events. Demonstrated time management capabilities and ability to work to a deadline.
4. Communicates with influence: Actively listens to ensure views and information are properly exchanged. Checks with others to ensure their views have been accurately represented. Creates opportunities to listen to those whose input can add value.

Essential

- Eligible for membership of the Australian Association of Social Workers
- Evidence of current CPE, as per AASW requirements
- Previous health care experience
- Advanced social work, leadership and management skills as evidenced by seven or more years post qualifying professional experience.
- Demonstrates an advanced knowledge base specific to medical diagnoses and related social health issues
- Demonstrates the ability to undertake risk management across the continuum of care
- Excellent interpersonal skills including demonstrated flexibility, proficient negotiation and communication skills (written and verbal)
- Capacity to work skilfully and creatively in an environment of competing values
- Demonstrate a proactive approach and change management skills
- Demonstrated high-level skills in supervising and teaching social workers, social work students and others
- Strong conceptual skills to provide high-level advice to the Social Work Manager and Allied Health Program manager on program, practice and policy matters
- Computer literacy
- Current Continuous Professional Development (CPD) requirements in line with AASW CPD standards

Desirable

- Relevant postgraduate qualifications, or commencement thereof, in Social Work or health field
- Understanding of the Australian health system and the Eastern Health organizational systems and an ability to identify and address systemic issues faced by patients/families and act on them appropriately
- Evidence of involvement in, and understanding of, principles of research and/or evaluation
- A current Victorian driver's licence

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au