

Eastern Health

POSITION DESCRIPTION

Position Title:	Grade 3 Social Worker – Movement Disorders Program
Award Classification:	Social Worker – Senior Clinician Grade 3
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Position Reports to:	Operational: Movement Disorders Team Leader > Manager (Care@Home Subacute Clinics) Professional: Associate Director Allied Health – Social Work

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 statewide 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 Clinician is required to provide high quality care to clients and families through the autonomous use of expert clinical skills, highly effective communication and to provide professional clinical leadership within Eastern Health's Care@Home program. The Grade 3 Senior Clinician will demonstrate highly consolidated professional skills and knowledge in relevant area, a strong interest in quality improvement activities and research and the ability to develop allied health individuals and teams. This clinician will work with the Movement Disorders Program Team Leader, Manager of Subacute Ambulatory Care Services (SACS) and other senior health professionals to guide the operational and professional performance of the allied health teams, to ensure key performance indicators and targets are achieved. This role will also involve promoting an integrated service that is consistent with the missions and values of Eastern Health.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

1. Direct Practice:

Appropriateness of social work assessment, intervention and outcomes

- Demonstrate a high-level of clinical reasoning and advanced casework skills using a client-centred approach within multi-dimensional psychosocial assessments, formulating appropriately targeted treatment plans with realistic/achievable goals, identifying a comprehensive range of intervention options, selecting the most beneficial/feasible option for implementation and proficiently providing these to clients (with regard to context and time constraints).
- Demonstrate experience in working with patients and families in an acute setting.
- Demonstrate high-level understanding of, and sensitivity to, ethical and multicultural issues.

Knowledge, skills and resources of the social worker

- 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 patient flow and 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 a comprehensive understanding of inter-disciplinary teams and their 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.
- Demonstrate comprehensive knowledge of professional bodies associated with area of clinical practice and professional group.

- Demonstrate expert communication with high-level verbal, non-verbal and written skills within the social work service, inter-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 Health Independence Program as appropriate

Multidisciplinary and Interdisciplinary work environments

- Promote effective social work service provision and professional relationships within the Health Service through active liaison with senior & executive managers, medical, nursing, allied health, and other stakeholders.
- Effectively promote an understanding of the professional social work role within the organisation.
- Provide expert consultation and liaison to other professional organisational staff.
- Provide professional clinical leadership to the Health Independence Programs.
- Actively participate and provide leadership within, a coordinated team approach to client care including facilitating family meetings (as appropriate).
- Actively promote and develop positive relationships within the service, and community to ensure appropriate service delivery and patient care, and represent the Health Service at organisational and community forums as required.
- Provide leadership of, and effectively participate within meetings (e.g. departmental team meetings, relevant case conference meetings).
- 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 organisational skill to ensure a positive collaborative working relationship.
- 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 (e.g. 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 organisations 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 as outlined in the Supervision of Eastern Health Allied Health Professionals and Assistants practice guideline.
- Seek out and utilise informal consultation opportunities as required.
- Develop (and autonomously pursue) own learning plan in conjunction with Team Leader and SACS 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).
- Demonstrates a capacity and willingness to deputise for the department / program manager as an active participant in succession planning.

Recording and record keeping

- Complete departmental documentation/statistical input promptly and fully (as required).

Referral/termination/interruption of service

- Effectively identify client(s) needs for ongoing assistance and refer on as appropriate.
- Provide clinical expertise to both Health Independence and other Allied Health staff re: appropriate and timely discharge planning.

2. Service Management:

- Manage a Movement Disorders caseload with particular emphasis on complex/high risk cases
- Drive the ongoing development of the model of patient care in Health Independence. Participation in case conference meetings and Long Stay meetings as required.
- Ensure the effective functioning and management of day-to-day operations of the program/site/department including monitoring and managing the day-to-day workload/caseload issues.
- In consultation with the SACS Manager, ensure the efficient and effective use of resources including setting priorities so those patients with the highest needs are given priority in the provision of social work services.
- Provide leadership to Allied Health with regard to the assessment of current and anticipated future needs and develop opportunities for service improvement
- Promote appropriate standards of professional social work practice within the department through ensuring the provision of quality professional supervision, staff evaluation, monitoring and continuous quality improvement processes.
- Maintain oversight of programs, interest groups and committees as delegated by the Team Leader SACS manager
- As part of the Health Independence Senior Clinical Team, assist in the overall management and development of the social work discipline including recruitment, selection, and orientation of new staff.
- Demonstrate high-level organisational skills through efficient time management and professional responsibility including modelling the ability to appropriately prioritise workload and manage multiple competing demands.
- Manage and develop departmental community resource information systems in collaboration with other Social Work Clinicians.
- Undertake performance management processes with under-performing staff (where required) in accordance with organisational policy/procedures/standards, and under direction from the Team Leader and SACS Manager
- Provide role modelling of appropriate professional behaviours in all areas of practice, including punctuality and appropriate dress.
- Comply with Health Service and Departmental policies and procedures (e.g. annual staff appraisal).
- Undertake other duties/responsibilities consistent with employee's skill level and classification (e.g., leading/overseeing a sub-program or special interest group within clinical stream or site), by negotiation or as required.
- Support the Ambulatory Access Unit as directed by the Team Leader and SACS manager

3. Organisational Development and System Change:

- Demonstrate an advanced understanding of the organisational structure and where/how social work services contribute to organisational goals and articulate this within organisational liaison/consultations.

- Identify potential service gaps, opportunities for service improvement and innovation, then develop and implement remedial strategies in consultation with the Health Independence management team.
- Demonstrate contribution to the development, implementation and evaluation of clinical programs.
- Actively participate in, and provide leadership within, a departmental committee portfolio and/or Allied Health Committee.
- Conduct self in a manner that will not endanger self or others.
- Follow Eastern Health's Occupational Health and Safety policies and procedures.
- Report any unsafe work practices, hazards, near miss incidents and accidents.
- Maintain an awareness of the Occupational Health and Safety Act 1985 and the Accident Compensation (Work Cover) Act 1992.
- Contribute to safety awareness and promotion by contributing ideas and suggestions.
- Maintain knowledge and practice of infection control / hygiene precautions and Eastern Health infection control policies and procedures.
- Manages and provides assistance to others in prioritisation and completion of tasks such as timely response to referrals and completion of necessary statistics.
- Ability to organise staffing programs and special projects, as delegated.
- Demonstrates ability to understand and apply human resources policies in management of staff.

4. Policy:

- Demonstrate an understanding of relevant legislation and relevance to professional practice/decision-making.
- Actively contribute to and provide leadership within, the development, monitoring, review and update of social work practices, clinical guidelines, policies and procedures.

5. Research:

- Participate in and promote a variety of research opportunities with the Health Independence Manager and Allied Health, including quality improvement, consumer feedback, and program evaluation.
- Demonstrate high-level understanding of quality improvement and accreditation processes.
- Provide leadership within the development, implementation and evaluation of clinical programs (e.g. quality and research/evaluation activities).
- Demonstrate an understanding of the principles of evidence-based practice and their applicability to the workplace.
- Comply with Health Service Quality Management policies and procedures.
- Displays strong leadership of Allied Health as part of working parties, committees and internal / external forums.
- Initiates and leads working parties at an Eastern Health level.
- Recognises and facilitates the process of change within the department / program.
- Undertakes tasks as delegated by the Team Leader and SACS Manager including specific Professional Leadership Groups and participates in projects on behalf of these.

6. Education and Professional Development:

- Demonstrate initiative and responsibility for individual professional development.
- Actively seek out appropriate learning opportunities and maintain ongoing professional learning through participation in internal and external continuing education as identified within supervision plan (e.g. show evidence of continuing development of clinical skills and reflective practice through extended reading).
- Maintain a record of Continuing Professional Development as part of the annual Social Work credentialing requirement

- Proven abilities in providing high quality clinical supervision for Grade 1 or 2 staff and meet organisational accountability requirements in reporting/advising/informing Health Independence Manager of relevant professional/clinical issues identified within their supervisory role (especially relating to potential client or organisational risk).
- Promote the educational goals of the Health Service through providing support and education to social workers, social work students, and other professionals and promoting opportunities for professional development.
- Provide education and training within the social work department or to other Health Service or community staff (as appropriate).
- Present (or co-present) at seminars, workshops, and conferences as appropriate.
- Access information as necessary to improve knowledge and skills (e.g. extensive reading of current professional literature).
- Demonstrates a capacity to facilitate the strategic direction of Eastern Health, reflecting a clear understanding of the key issues within the public health system.
- Actively contributes to preparation for and achievement of Accreditation Standards.
- Identifies and implements quality initiatives, leads campus multidisciplinary, department and Eastern Health quality activities.
- Fosters leadership in other staff by facilitating their participation in quality activities and other initiatives.
- Develops and reviews discipline specific and multi and/ or interdisciplinary policies and procedures and encourages participation of other staff in this process.
- Applies Eastern Health policies and clinical procedures / guidelines in practice and instill the same principles in others.
- Demonstrates an understanding of financial policies.

4. 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.

5. 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 personal development process on an annual basis.

6. 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 centred care.

7. 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 2000.

8. 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.

9. 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.

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.

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**

Position Title:	Grade 3 Social Worker – Movement Disorders Program
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Essential

- An AASW accredited Bachelor Degree or entry level Masters Degree of Social Work providing eligibility for membership of the Australian Association of Social Workers.
- Demonstrated social work expertise resulting from their more extensive professional experience in terms of: contextual and organisational awareness, knowledge of situational policies and procedures, ability to deal with conflict including skills in mediation, capacity to function independently, independence of thought, awareness of own effectiveness and internalised responsibility.
- Demonstrates an advanced knowledge base specific to medical diagnoses and related social health issues presenting in an acute setting, and demonstrates the ability to undertake risk management across the continuum of care.
- Demonstrated ability to provide expert effective professional leadership and direction of staff.
- Excellent interpersonal skills including demonstrated flexibility, proficient negotiation and communication skills (written and verbal).
- Capacity to work skillfully 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.
- Evidence of ongoing commitment to professional development (e.g. post-graduate education; accredited courses, seminars, conferences etc).
- Understanding of the Australian health system and the Eastern Health organisational systems and an ability to identify and address systemic issues faced by patients/families and act on them appropriately.
- Experience and skills in provision of specialised consultation on professional matters.
- Ability to articulate social work practice to other professionals based on practice proficiency and familiarity with social work theory.
- Strong conceptual skills to provide high-level advice to the Team Leader and SACS Manager on program, practice and policy matters.
- Evidence of involvement in, and understanding of, principles of research and/or evaluation.
- Computer literacy (e.g. Microsoft Word, Excel, PowerPoint and Outlook).
- **Desirable**
- Current AASW CPE accreditation.
- Advanced social work, leadership and management skills as evidenced by seven or more years post-qualifying professional experience.
- Previous health care experience.
- A current Victorian driver's licence.

- A postgraduate degree, such as a Masters, in area related to Social Work Practice.

Note that appointment is subject to a satisfactory police records check prior to commencing, unless the applicant is already a staff member who is currently employed in a direct care job with Eastern Health.

ATTACHMENT 2**EASTERN HEALTH/DEPARTMENT/SPECIALTY INFORMATION & ADDITIONAL POSITION REQUIREMENTS**

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SPECIALTY SPECIFIC INFORMATION

This role includes a complex clinical component, supporting the Social Work clinical service within the Movement Disorders Program, based at Wantirna Health, under Care@Home Specialist Clinics Eastern Health. The Movement Disorders Program has two pathways; a neurology clinic and a strategy training program for clients with a diagnosis of Parkinson's Disease or Atypical Parkinson's. The Grade 3 Social Worker is expected to work primarily in the strategy training program by applying their specialist knowledge and skillset to this population. This role may also be required to work within the neurology clinic as required.

The Grade 3 Social Worker is expected to supervise staff and students as required. The Grade 3 Social Worker will contribute strongly to the multidisciplinary healthcare team and is expected to participate in teaching, training, research and quality activities, as well as foster an environment of inter-professional patient centred healthcare. The Grade 3 Social Worker will also be able to represent Social Work and/or allied health as requested by their manager. The Grade 3 Social Worker is expected to continuously update knowledge and skills by seeking further education and participation in relevant courses and conferences.

Organisational Environment

Eastern Health provides a broad range of acute, subacute aged and mental health services to approximately 800,000 people in the eastern suburbs of Melbourne. Eastern Health has approximately 6,500 staff and covers a geographical area of 2800 sq kms. Eastern Health is affiliated as a teaching health service with Deakin, Latrobe and Monash Universities

Eastern Health provides health care in the areas of acute care, aged care, rehabilitation within the inpatient and ambulatory setting, community health and mental health from campuses including:

- Angliss Hospital
- Box Hill Hospital
- Healesville Hospital
- Maroondah Hospital
- Peter James Centre
- Wantirna Health
- Yarra Ranges Health – Lilydale
- Yarra Valley Community Health Service

Although this position is initially aligned with a single campus within Eastern Health – there could be an expectation to work at any campus located within the Eastern Health service.