

Eastern Health

POSITION DESCRIPTION

Position Title:	Social Worker – Grade 3 (Perm Part time 0.5 EFT) Psychiatric Assessment Planning Unit (PAPU)
Award Classification:	Social Worker – Grade 3 YC 46 – YC 49
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2025 - 2028
Position Reports to:	Operationally – Mental Health Allied Health Manager Professionally – Clinical Lead SW Adult & Older Adult & SW Director

EASTERN HEALTH – HEALTHIER TOGETHER

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

Eastern Health Psychiatric Assessment Planning Unit (PAPU) is a specialist mental health service for adults aged 18 to 65 who are displaying symptoms of psychiatric disorder, severe emotional and behavioural disturbance and provides a comprehensive range of assessment and treatments services within a recovery framework. The aim of PAPU's is to ensure that people receive timely access to short-term inpatient care and treatment where required and to minimise the need for an extended inpatient stay by ensuring that people can be adequately and appropriately supported in the community.

The Social Worker will provide a range of specialist social work assessments and interventions to mental health consumers to facilitate access to the most appropriate mental health services consistent with their needs, wishes, aspirations and goals upon discharge from PAPU. Through the promotion of recovery and the principles and practice of service coordination the Social Worker will ensure that consumers are at the centre of service delivery and receive a timely, coordinated response to their health and social needs.

The Social worker will work with the multidisciplinary team and demonstrate a commitment to consumer/ carer – centred practice (e.g. Involve consumers/carers/ external providers in decision making and advocate on their behalf if necessary and provide specialised education and / or information to consumers/ carers appropriate to their needs)

As part of an Allied Health response in PAPU at Eastern Health the Grade 3 Social Worker is expected to initiate and participate in teaching, training, research and quality activities identified in collaboration with the Allied Health Manager. The Grade 3 Social Worker will provide supervision and mentoring to students and junior social work staff.

The Social Work role will be supported with professional supervision and guidance. Allied Health staff may be required to travel and work across various Eastern Health campuses and programs.

MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide clinical Mental Health Social Work Psycho- social assessment, interventions and consultation services for consumers, carers and families.
- To work with the multidisciplinary team to undertake comprehensive mental state, risk assessment and assessments of consumers.
- Participate in daily handover and meetings that guide implementation and evaluation of consumer treatment objectives.
- To provide Social Work knowledge and skills to the multidisciplinary team and give advice to PAPU staff on specialist Social Work outcomes and strategies including Social Work specific assessments and interventions.
- Contribute to the coordination of PAPU referrals, and ensure referrers and consumers are regularly informed of outcomes of referrals.
- Demonstrate applicable family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related Eastern Health guidelines.
- Possess knowledge of and the ability to provide effective interventions for consumers with co-occurring mental health and substance use problems (dual diagnosis) as a core component of the clinical role.
- Work collaboratively with multidisciplinary clinical team, non-government organisations, GPs, private providers and others around the provision of quality care for consumers, carers and families.
- Develop knowledge of local resources and services to make appropriate referral; provide advocacy; and initiate service development activities that will improve consumer access to community services.
- Adhere to and comply with relevant legislation, including the Mental Health Act 2022, Guardianship and Administration Act 2019, Children Youth and Families Act 2005.

- Contribute to sustaining a positive team environment that maximises the range of consumer services available through the multidisciplinary team.
- Participate in service development, planning, and quality improvement activities, both on a team level and within the organization as a whole.
- Conduct education sessions on mental health issues for consumers and their families, and staff of other agencies.
- Commitment to supervised practice and ongoing professional development.
- Compliance with the AASW Code of Ethics and legal requirements of the Social Work profession.
- Actively participate in regular supervision with a senior Social Worker as outlined in Social Work Department protocols/policies. Meet annual continuing professional development requirements in line with the AASW CPD standards and Eastern Health credentialing policy.
- Provide professional clinical supervision and mentoring for social work students and junior clinicians
- Other duties as directed by the Allied Health Manager for the efficient and effective running of the service.

2. 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.

3. 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.

4. 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: ____/____/____

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ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers for membership as a Social Worker. Maintains compliance with the AASW Continuing Professional Development Policy in order to meet the Eastern Health Allied Health credentialing standard.
- Demonstrated commitment to and ability to practice utilising the recovery approach in mental health treatment and support, with a focus on working collaboratively with consumers and carers to promote self-determination and enable progress towards reaching personal recovery goals.
- Demonstrated ability to provide Social Work psychosocial assessments and interventions
- Demonstrated knowledge, skills and experience in working with consumers with mental health issues and their carers and families, in the community/inpatient settings.
- Demonstrated working knowledge of contemporary recovery principles and practices including research and evidence based practice.
- Demonstrated ability to work both independently and as part of a multidisciplinary team and to contribute to a positive team environment.
- Demonstrated communication (verbal and written) and interpersonal skills, including the ability to function as an effective member of a multidisciplinary team.
- Demonstrated well developed knowledge of the Mental Health Act and other relevant legislation, policies, plans, and strategic directions of public mental health services.
- Ability to supervise Social Work students and Grade 1 Social Work staff.
- Compliance with AASW Code of Ethics and legal requirements of the Social Work profession.

Desirable

- Experience in acute mental health
- Demonstrated skills and experience in undertaking Single Session Family Consultations, or willingness to undertake training and embed this practice within 12 months
- Knowledge of NDIS service navigation
- 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