

Eastern Health

POSITION DESCRIPTION

Position Title:	SOCIAL WORK – Grade 1
Award Classification:	SC12-16
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Position Reports to:	Operationally: Allied Health Graduate Workforce Manager Professionally: Social Work Manager

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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

The Grade 1 Social Worker is responsible for the provision of high-quality assessment and therapy services for a designated caseload, appropriate to their level of experience and competency; working closely with other members of the healthcare team. The Grade 1 Social Worker is expected to actively develop knowledge and skills and consolidate their clinical reasoning through supervision, mentoring and professional development opportunities. The application of evidence-based principles to clinical practice is a core focus for all novice clinicians. This position may be required to work across all acute/subacute services and Eastern Health sites depending on service needs. The Grade 1 may be required to work as part of a workforce rotational program.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Skills

Displays competent clinical skills in all facets of patient care

Indicators

- Undertake client assessment and treatment in designated areas using tools and methods endorsed by the department.
- Review and evaluate effectiveness of therapeutic program.
- Plan discharge needs in line with the team goals in a timely manner.
- Maintain clinical records, documentation and correspondence to agreed departmental standards.
- Actively participate and contribute to the multi/interdisciplinary team.
- Practice within relevant professional and ethical standards.
- Practice within a defined Scope of Practice.
- Appropriately escalate issues.

Communication

Displays effective communication by demonstrating sound verbal, non-verbal and written skills.

Indicators

- Demonstrate effective communication skills with the multi/interdisciplinary team in both formal and informal settings.
- Demonstrate effective communication with patients/clients, carers and community agencies.
- Demonstrate clarity in written skills.
- Document clear treatment goals and management plans in the patient Medical Record.

Organisational Skills

To display sound organisational skills.

Indicators

- Demonstrate punctuality and timeliness.
- Make effective use of time and resources.
- Demonstrate ability to prioritise workload, both clinical and non-clinical.
- Able to respond to referrals in agreed timelines as stated in departmental guidelines.
- Participate in departmental meetings and others as required.
- Complete departmental statistics as required.
- Assist with maintenance of departmental resources and equipment.

Organisational Knowledge / Development

To have a general understanding of the factors affecting healthcare and contribute to activities and projects which deliver improved services and health outcomes.

Indicators:

- Demonstrate a basic understanding of the public health system and the role / responsibility of Eastern Health within this system.
- Demonstrate a basic understanding of the Allied Health Quality & Business Plan.
- Demonstrate a basic understanding of Accreditation Standards and processes.
- Identify quality initiatives, participate in multidisciplinary / departmental quality activities and undertake other relevant projects as instructed.
- Demonstrate sound knowledge of discipline specific policies and procedures.
- Access and adhere to Eastern Health policies and clinical procedures/guidelines.

Professional Development and Supervision

To have a commitment to and responsibility for individual professional development

Indicators:

- Attend and actively participate in relevant internal and external professional development activities.
- Attend and participate in staff meetings and in-services.
- Maintain up to date professional and clinical knowledge.
- Participate in formal supervision &/or seek supervision when needed, as per professional department guidelines.
- Demonstrate an ability to use supervision to reflect on practice, and, with supervision, explore alternative approaches to clinical practice.
- Identify own learning needs and develop personal learning goals.
- Participate in the Performance Review process.
- Integrate new learning into practice.

Teaching & Research

To participate in teaching, training, and research programs.

Indicators

- Demonstrate basic skills in research evaluation and evidence-based practice
- Where indicated, engage in Transition to Practice education
- Participate in research activities or projects as requested.
- Supervise/orientate students &/or allied health assistants as appropriate for grade level and experience.
- Involvement in the development and evaluation of the teaching process, education programs and educational material.

Professional Development

Displays a willingness to represent Allied Health or Social Work.

Indicators

- Represents Social Work and AH as part of working parties, committees and at team meetings as delegated by clinical manager.
- Demonstrates awareness of developments and research in discipline specific and related areas.
- Recognize and supports changes in work processes.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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, particularly 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 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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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Essential

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers (AASW) for membership as a practicing Social Worker.
- Maintains compliance with the AASW Continuing Professional Development Policy in order to meet the Eastern Health Allied Health credentialing standard.
- Excellent problem-solving skills.
- Excellent communication skills.
- Highly developed interpersonal skills.
- Demonstrated capabilities for working effectively in a multi-disciplinary team.
- Basic knowledge of the relevant legislation and frameworks utilised in healthcare.
- Demonstrated ability to conduct a bio-psycho-social assessment.

Desirable

- Previous health care social work experience.
- Computer literacy (eg Microsoft Word, Excel, PowerPoint).
- A current Victorian driver's licence.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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