Position Description

Position Title	Social Worker – Women's and Children's Program
Classification & Salary Range	Social Worker Grade 2 (SC21 – SC24)
Agreement Name	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement
Position Reports To	Professional: Social Work Manager Operational: Allied Health Manager
Last Updated	September 2026

Position Purpose

The Grade 2 Social Worker is required to provide high-quality care to clients through the predominantly autonomous use of proficient clinical skills, effective communication, and to demonstrate developing professional leadership through proactive participation within the Social Work service and multi and/ or interdisciplinary teams. The Grade 2 worker is also expected to have an advanced level of experience to provide high-quality care to clients and families through the autonomous use of expert clinical skills in Women's and Children's social work in the health setting.

The Grade 2 Social Worker is expected to supervise students, at least biennially, and supervise and mentor junior staff members. The Grade 2 Social Worker is expected to initiate and participate in teaching, training, research and quality activities. The Grade 2 Social Worker will also be able to represent their discipline as requested by the Manager.

Major Duties and Responsibilities

Appropriateness of social work assessment, intervention and outcomes

- Demonstrate advanced level professional competencies in: undertaking multi-dimensional comprehensive psychosocial assessments, clinical reasoning, and formulating appropriately targeted treatment plans with realistic/achievable goals, and providing proficient interventions for clients (with regard to context and time constraints), using a client-centred approach.
- Demonstrate understanding of, and sensitivity to, ethical and multicultural issues.

Knowledge, skills and resources of the social worker

- Demonstrate autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility.
- Flexibility/responsiveness within professional practice/duties/roles in order to meet organisational goals/priorities.
- Demonstrate an understanding of relevant community resources and systems.
- Demonstrate advanced knowledge of clinical reasoning and advanced casework skills in the area of women's and children's social work, using a client-centred approach.
- Demonstrate a comprehensive understanding of relevant social work theory and its relationship to clinical practice.
- Demonstrate knowledge and utilisation (where possible) of appropriate standardised social work processes and outcome measures.
- Demonstrate a developing awareness/understanding of contextual State or Commonwealth governmental programs/initiatives and their potential impacts on service provision.
- Demonstrate knowledge of professional bodies associated with area of clinical practice and professional group.
- Demonstrate proficient communication with sound verbal, non-verbal and written skills within the social work service, multi and/ or inter-disciplinary team, organisation, and with external agencies.
- Demonstrate a comprehensive understanding of relevant legislation including Child Protection, Adoption, Family Violence and MARAM frameworks.
- Demonstrate proficient conflict resolution and negotiation skills and a willingness to seek appropriate support/assistance as required.
- Demonstrate a willingness to seek clarification, or support, with clinical duties as needed.
- Participate in, or lead, group-work approaches as appropriate.
- Meet annual social work credentialing requirements

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.

- Understand the commitment of Eastern Health to consumer participation and accordingly promote active links with consumer groups.

Multi and/ or inter-disciplinary work environments

- Actively participate in a coordinated team approach to client care including facilitating family meetings (as appropriate).
- Actively promote and develop positive relationships within the service, health sector, and community that promote appropriate service delivery and patient care.
- Effectively participate and contribute within meetings (eg departmental team meetings, relevant ward/unit meetings).
- Effectively promote an understanding of the professional social work role within the organisation.
- Provide high-level consultation and liaison to other professional organisational staff.
- Demonstrate appropriate and effective communication skills with the Social Work and multi/interdisciplinary team in both formal and informal settings
- Demonstrate appropriate and effective communication skills with patients / clients, carers and community agencies

Supervision

- Actively participate in fortnightly supervision as outlined in Social Work Department protocols/policies.
- Seek out and utilise informal consultation opportunities as required.
- Develop (and autonomously pursue) own learning plan in conjunction with supervisor.
- Respond appropriately/professionally to feedback on performance.
- Acknowledge limitations of professional knowledge and experience, and seek assistance as required.

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.

- Demonstrate a comprehensive understanding of the principles of discharge planning practices, and respond accordingly.

Key Selection Criteria

Essential Selection Criteria:

- Eligibility for membership of the AASW
- Evidence of current CPE, as per AASW requirements
- Highly developed interpersonal skills
- A strong commitment to high-quality care
- The ability to work effectively as part of a diverse team and also work autonomously as required
- Excellent communication and organisational skills
- Excellent risk assessment skills
- The ability to lead complex discharge planning
- Conflict resolution skills
- Current Working with Children's Check

Desirable Selection Criteria:

- Current drivers licence
- Computer literacy

Qualifications

Tertiary qualifications in Social Work.

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. Read more about Eastern Health's strategic goals here.

Our Commitment to Diversity, Equity and Inclusion

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical support for all Aboriginal and Torres Strait Islander people.

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. For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care are consistent with the Eastern Health approach to patient and family centred care
- 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. For more information, please click here.

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards

- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

For more information about Quality and Safety please click here and for Staff Wellbeing please click here.

Final 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 influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our Talent Acquisition team on (03) 9955 7555 (option 1). For current employees please select option 2.

Candidate Statement

I _____ have read, understood and accepted the above position description and associated attachments.

Signed: _____ Date: _____