

Eastern Health

POSITION DESCRIPTION

Position Title:	Social work Educator – Mental Health and Wellbeing Program
Award Classification:	YC50 – Social worker Grade 4 Educator
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024
Position Reports to:	Associate Director Learning & Teaching

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

The Social work Educator- Mental Health and Wellbeing role has been established to support the development of the allied health mental health workforce as part of the implementation of recommendations from the Royal Commission into Victoria's Mental Health System. The role will have a particular focus on the support and development of social workers in learner programs including graduate and transition to mental health programs.

The Social Work Educator will take a lead role in the leadership and co-ordination of the allied health mental health learner programs (including the graduate and transition to mental health programs) at Eastern Health in close collaboration with the other senior allied health mental health educators.

The incumbent will liaise with key stakeholders within the mental health and wellbeing program and learning and teaching to ensure all governance and clinical requirements of the allied health early career programs are met in accordance with the terms of the Department of Health program requirements.

The program management encompasses direct learner support, marketing as required, bulk intake recruitment, supporting performance issues, learner health and wellbeing, planning, delivery and evaluation of formal study day programs, monitoring of program requirements and managing rotations of learners across the health service.

The role will also contribute to the delivery of education and support more broadly across the organisation within a multidisciplinary and interprofessional environment.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Clinical and Professional Leadership

Provides strong and effective leadership in the area of Clinical Education

Indicators:

- Maintains governance of the programs in line with the Department of Health Model requirements and recommendations
- Participates and contributes to the Learning & Teaching team meetings and initiatives
- Promotes the development, identification and implementation of evidence based practice
- Promotes participation in research and quality improvement activities
- Displays strong leadership of individual profession as part of working parties, committees and internal / external forums

2.2 Clinical Skills

Possesses specialist, current, clinical knowledge and skills in a relevant health profession and applies this to lead and develop individuals and teams in clinical practice.

Indicators:

- Demonstrates clinical expertise in Mental Health practice through knowledge of research, new developments and evidence-based practice
- Acts as a role model for staff in promoting professional values and ethics in clinical practice
- Fosters excellence by promoting a best-practice philosophy and patient/client-centered care
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices and the recommendations following the Royal Commission into Victoria's Mental Health System (February 2019).
- Maintains required and appropriate documentation including reporting to Learning and Teaching and Profession as required.

2.3 Communication

Possesses strong communication skills with demonstrated ability to negotiate, collaborate and consult widely with internal and external stakeholders.

Indicators:

- Demonstrates advanced verbal and written communication skills in all professional domains of practice, including conference presentations, publications and research/project proposals
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients.
- Demonstrates proven ability to negotiate conflict resolution.

2.4 Organisational Skills

Demonstrate strong organisational and time management skills. Indicators:

- Ability to organise programs and special projects as well as the ability to delegate to individuals where appropriate
- Manages and provides assistance to learners and supervisors in supporting the clinical environment through timely, responsive and value based communication and patient care.

2.5 Organisational Knowledge / Development

Possesses a clear understanding of the factors affecting healthcare, and applies this knowledge to lead activities and projects which deliver improved services and health outcomes at a campus and health service level with a focus on the novice learner experience.

Indicators:

- Plans, initiates, coordinates and contributes to quality improvement activities, and showcases the work at forums/conferences within and external to Eastern Health
- Demonstrates strong corporate/ organisational knowledge and has established, or has the capacity to establish, a strong professional network with the key stakeholders
- Demonstrates capacity to facilitate the strategic initiatives of the Learning and Teaching Directorate
- Actively contributes to preparation for and achievement of Accreditation Standards
- Applies and communicates to all stakeholders the Eastern Health Policies, Standards and Guidelines
- Demonstrates experience and awareness of financial policies and budgets

2.6 Professional Development and Supervision

Demonstrates a capacity to apply and integrate knowledge from professional development into the development and implementation of practice and program initiatives.

Indicators:

- Integrates Learning and Teaching Directorate Plan into relevant internal and external professional development activities
- Acts as a role model in demonstrating a strong commitment to professional development
- Leads and continues to develop a supportive learning environment for all learners at Eastern Health
- Utilises an evaluation framework to support the continued improvement of Learning and Teaching
- Undertakes a formal supervision process with Professional line
- Liaises and seeks supervision from line manager with respect to own performance management / expectations.

2.7 Teaching and Research

Initiates, leads and supports other staff in teaching, training and research programs. Indicators:

- Plans, initiates, coordinates and participates in research within Eastern Health and in collaboration with other partners
- Promotes an organisational commitment to research and quality improvement activities
- Demonstrates leadership with all learner programs
- Promotes research via publication or presentation at forums and external conferences and supports professional development of staff in this area

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 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: 14 / 7 / 23

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:	Social work Educator – Mental Health Program
Award Classification:	YC50 – Social worker Grade 4 Educator
Award / Agreement Name:	Health Professionals (77) (Victorian Public Mental Health Services Enterprise Agreement 2016-2020)
Position Reports to:	Associate Director Learning & Teaching

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
- Working understanding of the recommendations of the Royal Commission into Victoria's Mental Health System.
- Experience working in a clinical mental health service
- Extensive clinical experience, working with novice learners
- Demonstrated ability to work autonomously with excellent organisational, critical thinking, problem solving, time management and prioritisation skills
- Demonstrated competence in a leadership role, with the ability to unite teams to achieve common objectives
- Strong ability to build partnerships across varied stakeholder groups to understand requirements, identify appropriate solutions and achieve outcomes
- Excellent attention to detail and advanced Microsoft Suite skills (Word, Excel)
- Excellent communication skills, written and verbal
- Exhibits behaviour which reflects the Eastern Health values

Desirable

- Post graduate qualification in education, health and/or management or relevant field

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