

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Social Worker</b>
<b>Award Classification:</b>	<b>SC21-24</b>
<b>Award / Agreement Name:</b>	<b>Allied Health Professionals (Victorian Public Health Sector) Single Interest Agreement 2021-2026</b>
<b>Position Reports to:</b>	<b>Allied Health Manager- Acute and Aged Medicine (operational) Social Work Manager (professional)</b>

### 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 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, knowledge and skill in the area of acute health care.

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.

## **2. MAJOR DUTIES AND/OR 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 an advanced level of knowledge and skill in the area of Geriatric Evaluation Management.
- 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 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.

#### 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.

### **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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- 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

#### Desirable

- Current Drivers Licence
- Computer literacy

#### 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](mailto:Aboriginal.Workforce@easternhealth.org.au)