

POSITION DESCRIPTION – Alfred Health

DATE REVISED:	December 2020
POSITION:	Chief Social Worker Aged and Adult Community
AWARD/AGREEMENT:	Victorian Public Mental Health Services Enterprise Agreement 2016 - 2020
CLASSIFICATION TITLE:	Chief Social Worker Grade 3 (YC59)
DEPARTMENT/UNIT:	Alfred Mental and Addiction Health
CLINICAL PROGRAM:	Adult and Aged Community
OPERATIONALLY ACCOUNTABLE:	Program Manager Community/Aged Psychiatry
CLINICALLY ACCOUNTABLE:	Head, AMAH Community Program
PROFESSIONALLY ACCOUNTABLE:	AMAH Deputy Director of Allied Health, Child and Youth Mental Health
WORKS IN COLLABORATION WITH:	Allied Health Chiefs and Principals, multi-disciplinary team, client, families and community partners.

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

Patients are the reason we are here – they are the focus of what we do

How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental

Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow We work together. We play vital roles in a team that achieves extraordinary results

Our leadership shares ideas and demonstrates behaviours that inspire others to follow

ALFRED MENTAL AND ADDICTION HEALTH PROGRAMS

Mental and Addiction Health is responsible for the operation of services which focus on people with a severe mental illness residing in the Inner South Eastern area of Melbourne.

Services are provided by a number of programs including Child and Youth Service, Adult Services, Aged Services and Consultation Liaison and Emergency Psychiatry. Mental and Addiction Health also works in partnership with relevant local non-government and social support agencies.

The single most important goal of Alfred Mental and Addiction Health is to create an environment that facilitates clinical recovery, supports individual recovery efforts and strives to minimise service system barriers to the recovery process.



POSITION SUMMARY

Reporting to the Community/Aged Psychiatry Operations Manager with a professional reporting line to the Deputy Director of Allied Health, Social Health and Wellbeing, the Chief Occupational Therapist Adult and Aged Community is responsible for the clinical and professional development of adult and aged Community Program occupational therapists and co-ordination of Social Work services within the adult and aged community programs. This position also holds membership within the community executive service planning and reporting meetings where they are engaged in clinical work.

The Chief Social Worker Adult and Aged Community will lead ongoing attainment of clinical Social Work standards within adult and aged community programs and promote and develop Social Work informed interventions, research and evaluation. They will liaise and work in conjunction with occupational therapists across Alfred Mental and

Addiction Health Social Work Department. They will also support co-ordination within allied health, and collaborate with other disciplines including peer workforce, nursing and medicine.

This position is comprised of a 0.5 leadership component and an 0.5 clinical role (the latter is outlined in a discreet position description).

KEY RESPONSIBILITIES

Clinical Role

Ensure the effective delivery of Social Work Services within AMAH Adult and Aged Community Programs

Maintain current knowledge of the health care policy and Social Work practice and ensure that Social Work work fulfils the professional requirements of Alfred Mental and Addiction Health

Provide and ensure the provision of secondary and tertiary consultation to other areas of Alfred Health and community services

Maintain a clinical case load (approximately 0.5)

Leadership

In coordination with the Allied Health leadership team support the development of a robust social health and wellbeing therapeutic program that compliments AMAH's peer, nursing and medical programs, inclusive of individual and group interventions.

Ensure the effective implementation of a therapeutic, social health and wellbeing community mental health program.

Provide leadership in the delivery of SW specific therapies in the community setting, steering innovation and take up of new models of care.

Ensure all SW services in Aged and Adult Community Services reflect the values of the organization and professional ethical standards.

Ensure all community SW staff comply with relevant registration, regulatory and legislative requirements.

Co-ordinate the Social Work Services in Aged and Adult Community Programs and foster a harmonious and collegiate environment within the Social Work staff group

Monitor service quality and ensure the provision of high-quality services

Liaise with Alfred Health Social Work Department and other community partners

Credentialing and Scope of Practice

Monitor credentialing and scope of practice consistent with Alfred Health and Allied Health guidelines and report/liaise with operational managers any issues with staff in clinical programs.

Establish and maintain healthy and positive professional expectations and

Foster a climate that is encouraging and that facilitates effective teamwork, including a systems approach to service provision.

Workforce Innovation

Ensure that the workforce structure enables the right person to complete the right task so that allied health staff work within their defined clinical area and to their full scope of practice, advocating for change when required.

Ensure service delivery is evidence-based and of the highest standard to meet the needs of the Alfred Health community (including patients, carers and staff) within allocated resource.

Monitor and coordinate resource allocation to areas of greatest need to support service accessibility and to ensure service delivery (in conjunction with clinical operations) is consistent with organisational goals.

Supervision/Education

Ensure appropriate supervision arrangements are in place and lead and assist in coordination of training opportunities for SW staff in the adult and aged community programs.
Oversee and ensure the implementation of the SW graduate and student programs.

Research/Best Practice

Develop, promote and participate in quality improvement and best practice activities in Social Work
Develop research opportunities within Social Work
Complete, present and publish research findings
Advocate for the development of the SW profession.

Professional Development

Lead and support professional development of AMAH Aged and Adult Community Staff including annual performance reviews
Actively pursue personal ongoing professional development
Participate in Alfred Mental and Addiction Health performance management planning

Informatics

Utilise allied health statistics, benchmark discipline data sets (HRT, best practice standards) against peers in order to inform resource allocation and communication with operational managers and staff.
Ensure evidence-based discipline metrics including outcomes are collected, monitored and reported. Ensure accurate and confidential client records and data collection of interventions by staff

KEY CAPABILITIES

Clinical Role

Extensive experience in the application of SW practice in adult and aged community mental health services
Experience in the effective delivery of SW services for those experiencing mental illness.
Contemporary knowledge of mental health care standards, SW practice and standards ensuring SW fulfils all professional requirements of Alfred Mental and Addiction Health
Ability to provide and ensure the provision of secondary and tertiary consultation to other areas of Alfred Health and community services

Leadership

Ability to align and lead Social Work services in AMAH adult and aged community programs with the values of the organization and professional and ethical standards
Ensure that Social Work services operate within a framework that is client directed and family informed
Demonstrated experience in clinical and health service leadership
Demonstrated ability to establish and maintain effective relationships within Alfred Health as well as partnerships with key community stakeholders
Awareness of relevant legal and regulatory requirements in regard to service delivery
Ability to co-ordinate SW services and foster an inspired and collegiate environment within the SW staff group
Monitor service quality and ensure the provision of services of the highest standards
Able to work effectively within a team and supervise staff.

Supervision/Education

Ensure appropriate clinical supervision arrangements are in place for SW staff

Ensure the appropriate co-ordination of student placements in collaboration with the AH Practice Lead (workforce)

Oversee the implementation of the SW Graduate program

Research/Best Practice

Develop, promote and participate in quality improvement and best practice activities

Lead and foster research activities within SW and the broader mental health service system Complete, present and publish research findings

Professional Development

Lead development and implementation of a professional development framework for Social Work and contribute to the growth of multidisciplinary knowledge about Social Work

Personal commitment to ongoing personal and professional development

Participate in Alfred Mental and Addiction Health performance management plan

Mental Health Workforce Capabilities & Priorities Include Awareness:

1. RIGHTS, RESPONSIBILITIES, SAFETY AND PRIVACY

Mental health professionals uphold the rights of people affected by mental health problems and mental disorders, and those of their family members and/or carers, maintaining their privacy, dignity and confidentiality and actively promoting their safety.

2. CONSUMER AND CARER PARTICIPATION

Mental health professionals encourage and support the participation of consumers and carers in determining (or influencing) their individual treatment and care.

3. AWARENESS OF DIVERSITY

Mental health professionals practise in an appropriate manner through actively responding to the social, cultural, linguistic, spiritual and gender diversity of consumers and carers, incorporating those differences in their practice.

4. MENTAL HEALTH PROBLEMS AND MENTAL DISORDERS

Mental health professionals are knowledgeable about mental health problems and mental disorders and the co-occurrence of more than one disease or disorder, and apply this knowledge in all aspects of their work.

5. PROMOTION AND PREVENTION

Mental health professionals promote the development of environments that optimise mental health and wellbeing among populations, individuals and families in order to prevent mental health problems and mental disorders.

6. EARLY DETECTION AND INTERVENTION

Mental health professionals encourage early detection and intervention.

7. ASSESSMENT, TREATMENT, RELAPSE PREVENTION AND SUPPORT

Mental health professionals provide or ensure that consumers have access to a high standard of evidenced-based assessment, treatment, rehabilitation and support services which prevent relapse and promote recovery.

8. INTEGRATION AND PARTNERSHIP

Mental health professionals promote the integration of components of the mental health service to enable access to appropriate and comprehensive services for consumers, family members and/or carers through mainstream health services.

9. SERVICE PLANNING, DEVELOPMENT AND MANAGEMENT

Mental health professionals develop and acquire skills to enable them to participate in the planning, development, implementation, evaluation and management of mental health services to ensure the delivery of coordinated, continuous and integrated care within the broad range of mainstream health and social services.

10. DOCUMENTATION AND INFORMATION SYSTEMS

Mental health professionals maintain a high standard of documentation and information systems on clinical interventions and service development, implementation and evaluation to ensure data collection meets clinical, monitoring and evaluation needs.

11. EVALUATION AND RESEARCH

Mental health professionals systematically monitor and evaluate their clinical practice, consistent with the National Standards for Mental Health Services and relevant professional standards to ensure the best possible outcomes for consumers, family members and/or carers.

12. ETHICAL PRACTICE AND PROFESSIONAL RESPONSIBILITIES

Mental health professionals adhere to local and professionally prescribed laws, codes of conduct and practice, and take responsibility for their own professional development and continuing education and training

QUALITY, SAFETY, RISK and IMPROVEMENT

Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives

Follow organisational safety, quality & risk policies and guidelines

Maintain a safe working environment for yourself, your colleagues and members of the public.

Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself. Promote and participate in the evaluation and continuous improvement processes.

Comply with principles of Patient Centred Care.

Comply with Alfred Health mandatory continuing professional development requirements.

Comply with requirement of National Safety & Quality Health Service Standards and SWher relevant regulatory requirements.

SWHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines. Comply with relevant privacy legislation.

Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.

Comply with Alfred Health medication management and medication safety policies and guidelines.

In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

Research activities will be undertaken commensurate with the role.

QUALIFICATIONS/EXPERIENCE REQUIRED

Current membership with AASW

Minimum of seven to ten years post graduate clinical experience Post graduate qualifications

Knowledge of relevant legislation such as The Mental Health Act including proposed reforms and The Children, Youth and Families Act incorporating the child information sharing scheme and any SWher relevant legislation.

SWher relevant information

Current Victorian Drivers Licence
Satisfactory completion of a police check
Satisfactory completion of a working with children's check

This position description will be subject to periodic review.

Position Description authorised by: Glenda Pedwell

Date: December 2020