

Lifehouse Position Description

About Lifehouse

Position title	Social Worker (Psycho-Oncology)
Our organisation	<p>Chris O'Brien Lifehouse aims to achieve lasting change in the way we treat and prevent cancer in Australia, by bring together all of the elements of cancer research, treatment, care, education and emotional support within the one centre of excellence.</p> <p>Lifehouse will provide integrated cancer treatment in a manner, which supports nurtures and empowers patients, their families and carers through mutually beneficial partnerships. We will ensure that treatment and care decisions include a patient's wants, needs and preferences, enabling participation in their own care.</p> <p>We will constantly strive to improve the patient experience by actively listening, providing clear comprehensible information and by practicing compassionate caring in parallel with assigned clinical and non-clinical tasks. Patients and carers will experience respectful, professional care in a considerate, supportive and safe environment where privacy and dignity is maintained.</p> <p>Our vision drives us and underpins everything we do. We are a team of people working together to be a source of energy, innovation, inspiration, knowledge, guidance and nurture. Lifehouse an independent, not for profit, public benevolent organization focused on the delivery of cancer care and research for the benefit of the community and the next generation of clinicians and researchers.</p>
Our vision	Transforming cancer treatment for Australians through: an environment thriving on discovery, research and uncompromising care.
Our mission	To improve the quality of life for Australian cancer patients, carers and their families by advancing the understanding, diagnosis, treatment, care, cure and prevention of cancer.
Our values	<p>Empowerment – enabling independence and confidence.</p> <p>Discovery – innovative research and inspiring hope.</p> <p>Nurture – cultivating compassionate support.</p> <p>Respect – honoring dignity and embracing diversity.</p> <p>Collaboration – working together, driving excellence.</p>

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Position Data		
Position title	Social Worker (Psycho-Oncology)	
Position number	TBC	
	<div> <input type="checkbox"/> Allied Health Service <input type="checkbox"/> Breast Service </div> <div> <input type="checkbox"/> Clinical Informatics & Technology <input type="checkbox"/> Clinic Nursing </div> <div> <input type="checkbox"/> Clinical Trial Nursing <input type="checkbox"/> Communications and Marketing </div> <div> <input type="checkbox"/> Day Therapy Nursing <input type="checkbox"/> Executive </div> <div> <input type="checkbox"/> Facilities, Engineering & Supply Chair <input type="checkbox"/> Finance </div> <div> <input type="checkbox"/> Fundraising <input type="checkbox"/> Gynae Oncology Service </div> <div> <input type="checkbox"/> Head and Neck Service <input type="checkbox"/> HR & Change Management </div> <div> <input type="checkbox"/> Integrative Medicine <input type="checkbox"/> Medical Oncology </div> <div> <input type="checkbox"/> Nursing and Care Coordination <input type="checkbox"/> Patient Experience & Support Services </div> <div> <input type="checkbox"/> Payroll <input type="checkbox"/> Pharmacy </div> <div> <input type="checkbox"/> Physics <input type="checkbox"/> Program & Project Management </div> <div> <input checked="" type="checkbox"/> Psycho Oncology Service <input type="checkbox"/> Radiation Therapy </div> <div> <input type="checkbox"/> Radiation Oncology <input type="checkbox"/> Research </div> <div> <input type="checkbox"/> SSD <input type="checkbox"/> Quality and Safety </div> <div> <input type="checkbox"/> Work Health and Safety <input type="checkbox"/> Workforce Development </div>	
Manager's position	Director of Allied Health	
Direct reports	Nil	
Employment status	<div> <input type="checkbox"/> Permanent <input type="checkbox"/> Casual </div> <div> <input checked="" type="checkbox"/> Fixed term contract <input type="checkbox"/> Independent Contractor </div>	
Work pattern	<div> <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time </div>	
Infectious Disease Risk Categorisation	<div> <input checked="" type="checkbox"/> Risk Category A <input type="checkbox"/> Risk Category B </div>	
	<div> <input checked="" type="checkbox"/> Occupational Screening <input checked="" type="checkbox"/> Identity check </div> <div> <input checked="" type="checkbox"/> Eligibility to work in Australia <input type="checkbox"/> Reference checks </div> <div> <input checked="" type="checkbox"/> Working with children check <input checked="" type="checkbox"/> Criminal history check </div> <div> <input type="checkbox"/> Qualifications check <input type="checkbox"/> Working with aged check </div> <div> <input type="checkbox"/> Credentialing for Specialists <input type="checkbox"/> Registration check </div>	

Position Description

Position Purpose

To provide benchmarked professional counselling and therapy services to Lifehouse patients and their families.

Key Results and Accountabilities

Key Result and Accountability 1

Quality and Safety

The role of clinicians is to actively participate in organisational processes, safety systems and improvement initiatives. As a clinician the person performing this position should be trained in the roles and services for which they are accountable. This person will be required to make health systems safer and more effective by:

- Having a broad understanding of their responsibility for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the workforce
- Participating in the review of performance procedures individually or as part of a team.

This role is expected to form partnerships with patients and carers and apply the insights, which arise to improve the design and planning of organisational processes, safety systems, quality initiatives and training.

Key Result and Accountability 2

Service Delivery

Work as part of a multidisciplinary team of clinicians, allied health professional and integrative medicine practitioners, with the aim of providing benchmarked professional counselling and therapy services to patients and their families.

Provide social work services and welfare advice to patients depending on Lifehouse social worker's workload and need for back up coverage.

Key Result and Accountability 3

Treatment & Support

Provide therapeutic treatment and psycho-educational support groups to patients and caregivers.

Key Result and Accountability 4

Medicare Accreditation

Provision of appropriate documentation and steps taken to obtain a Medicare provider number within 6 months of opening in order for Lifehouse to bill patients under the GP Mental Health Plan or privately.

Selection Criteria

Essential Qualifications, Skills, Knowledge, Behaviours, Experience, and Competency

1. Clinical Doctorate/Master's Degree in Social Work and membership in the Australian Association of Social Workers.
2. Knowledge of a wide range of psychological assessment procedures and specific training and experience in cognitive behavioral and other therapies on an individual and group basis.
3. Evidence in providing appropriate and evidence-based psychological treatments and ability to provide patient management data.
4. Experience in working with people with cancer and demonstrated knowledge of psychosocial issues for patients with cancer.
5. Ability to apply for a Medicare provider number.

Desirable Qualifications, Skills, Knowledge, Behaviours, Experience, and Competency

1. Knowledge of community resources, particularly in regards to services for cancer patients.

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Work Health and Safety – Job Demands Checklist

This form is to be completed in consultation with the line manager of the position being recruited. Each position should be assessed at the site as to the incumbents, or future incumbents, Work Health and Safety responsibilities specific to the position. The purpose of this form is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Job Demands Frequency Key

I = Infrequent - intermittent activity exists for a short time on a very infrequent basis

O = Occasional - activity exists up to 1/3 of the time when performing the job

F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job

C = Constant - activity exists for more than 2/3 or the time when performing the job

R = Repetitive - activity involved repetitive movements

N = Not Applicable - activity is not required to perform the job

Any entries not assigned a value will be automatically set to "N"

Environmental Demands - Description	Frequency					
	I	O	F	C	R	N
Dust - Exposure to atmospheric dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gases - Working with explosive or flammable gases requiring precautionary measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes - Exposure to noxious or toxic fumes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous substances - e.g. Cytoxic agents, dry chemicals, glues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise - Environmental / background noise requires people raise their voice to be heard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting - Risk of trips, falls or eyestrain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Temperatures - Environmental temps are less than 15°C or more than 35°C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confined Spaces - areas where only one egress (escape route) exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping - Obstructions to walkways and work areas cause trips and falls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Demands - Description	I	O	F	C	R	N
Sitting - remaining in a seated position to perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing - remaining standing without moving about to perform tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling - remaining in a kneeling posture to perform tasks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching - Adopting a squatting or crouching posture to perform tasks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg /Foot Movement - Use of leg and / or foot to operate machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, and steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying - Light lifting & carrying - 0 - 9 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying - Moderate lifting & carrying - 10 - 15 kg.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting /Carrying - Heavy lifting & carrying - 16kg & above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching - Arms fully extended forward or elevating above shoulder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining - Using force to hold or move objects to or from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures - Holding head in a position other than neutral (facing forward).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand & Arm Movements - Repetitive movements of hands and arms.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation - Gripping, holding, clasping with fingers or hands.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work At Heights - Using ladders, stools, scaffolding, or other objects to perform work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving - Operating any machinery that is mobile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Psycho-social Demands - Description	I	O	F	C	R	N
Distressed People - e.g. Emergency or grief situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People - e.g. Dementia, mental illness, head injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining - involvement in physical containment of patients / clients.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Sensory Demands - Description	I	O	F	C	R	N
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing - Use of hearing is an integral part of work performance e.g. phone enquiries.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste - Use of taste is an integral part of work performance e.g. Food preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Touch - Use of touch is an integral part of work performance (typing)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I declare that I am fit and able to perform the duties of this position as outlined in the above Job Demands Checklist:

Lifehouse Employee Name:

Lifehouse Employee Signature:

Date:

Statement of Physical Status

I have read the inherent job requirements for the position. I understand the listed physical requirements of the position and make the declaration below:

I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.

I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements of this position. Any adjustments I may need have been discussed with the position's manager together with Human Resources, prior to completing this health declaration.

I am aware that any false or misleading statements may place at risk my appointment or continued employment with the Chris O'Brien Lifehouse.

Signature: _____

Printed Name of Applicant: _____

Position Title _____

Date: _____