

# PENINSULA HEALTH

## POSITION DESCRIPTION

---

**Position Title:** Senior Social Worker - Mental Health Inpatient Services

---

**Cluster:** Nursing, Allied Health and Midwifery

---

**Location:** Based at Frankston but may be required to work across all sites

---

**Agreement:** Victorian Public Mental Health Services Enterprise Agreement 2016 -2020

---

**Hours:** As per contract

---

**Operationally Reports to:** Nurse Unit Manager

---

**Professionally Reports to:** Discipline Senior

---



## OVERVIEW OF PENINSULA HEALTH

Peninsula Health is the major metropolitan health service for Frankston and the Mornington Peninsula. We care for a population of 300,000 people, which swells to over 400,000 people during the peak tourism seasons between December and March.

We care for our community across the life continuum from obstetrics, paediatrics, emergency medicine, intensive care, critical care, surgical and general medicine, rehabilitation, and oncology, through to aged care and palliative care. We also provide extensive services in community health, health education and promotion, ambulatory care, and mental health.

Peninsula Health has over 6000 staff and 750 volunteers. We have undergone significant growth and transformation in recent years and are recognised as a leading metropolitan health service and major teaching and research hospital.

Our vision is to provide exceptional health and community care and our purpose is to work together to build a healthy community.

## OUR VALUES

Our values are at the core of everything we do. In representing Peninsula Health, we expect all employees and volunteers to:



### BE THE BEST

We strive for excellence in all that we do.



### BE A ROLE MODEL

Together, our behaviours build our culture.



### BE OPEN AND HONEST

We are transparent, accountable and innovative.



### BE COMPASSIONATE AND RESPECTFUL

We embrace diversity, advocate and care for our consumers, support our peers and grow our teams in a safe, kind and meaningful way.



### BE COLLABORATIVE

Our impact is better and stronger when we are inclusive and engaging of a broad network of people.

## POSITION SUMMARY

Peninsula Health Mental Health Service is committed to the principles of Recovery-Orientated Practice. It aims to provide timely and equitable access to a quality service, and actively supports and encourages consumer and carer participation in all aspects of planning and delivery of mental health services. The catchment area includes the former local government areas of Frankston, Chelsea and the Shires of Mornington, Flinders and Hastings.

As Senior Social Worker Mental Health Inpatient Services you will oversee the provision of social work services to the three inpatient units at Frankston Hospital. The Psychiatric Assessment and Planning Unit (PAPU) is a 6 bed purpose built unit providing accelerated access to specialist psychiatric assessment and short term treatment as well as planning and support arrangements on discharge, the Adult Acute Unit (2 West) is a 29 bed inpatient unit providing specialist psychiatric assessment and treatment to consumers between the ages of 18-64 and the Aged Acute Unit (1 West) provides specialist psychiatric assessment and treatment to consumers who are over the age of 64 years.

The Grade 3 Social Worker is required to provide quality care to consumers through competent clinical skills, effective communication, and active participation within a multidisciplinary team environment. The Grade 3 Social Worker will complete comprehensive psychosocial assessments and intervention plans in consultation with consumers and their families and carers to assist in discharge planning from hospital. Additionally, the Social Worker will provide leadership and support to social workers within the mental health service and ensure the effective utilisation of available resources across all mental health inpatient units. The Grade 3 social worker will provide leadership and be responsible for supervision of Grade 1 and 2 Social Workers and Social Work students.

In order to achieve their Key Priorities, the Grade 3 Social Worker will develop effective and productive partnerships with staff from a range of disciplines within his/her designated area of responsibility to achieve and sustain optimal operational performance within a culture of continuous improvement.

## KEY RESPONSIBILITIES

- Promote and foster clinical excellence and evidence based practice by working with and mentoring Social work staff to develop knowledge, competencies and confidence in key areas
- Provide quality focussed care, to patients and their families/carers through competent clinical assessment and discharge planning skills.
- Utilise clinical knowledge and skills in program leadership and identify opportunities for service improvement and innovation.
- Provide effective communication including a high level of verbal and nonverbal and documentation skills.
- Demonstrate management skills and provide consultation on complex strategic and professional issues within the organisation whilst adhering to social work practice standards and working within scope of practice.
- Demonstrate leadership skills and ability to profile work and achievements
- Establish, implement, evaluate and report on all projects in a timely manner

PROMPT doc no: 24691368	Version: 1.0	
First created: 16/09/2016	Page 3 of 7	Last reviewed: 14/06/2017
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:

- Meets identified goals, evaluates and reports on all allocated portfolios.
- Develop and lead research and quality activities as directed
- Engage with committee work in the area of clinical specialization, student teaching and other aspects of social work practice/ healthcare.
- Establish and maintain strategic links and work effectively with internal and external stakeholders appropriate to this senior role.
- Contribute to educating and promoting the Social Work role within Peninsula Health.
- Attend PHMHS Social Work meetings, contribute to professional development activities, and reflective peer support processes within these forums.
- Work with the Discipline Senior to coordinate inpatient mental health social work placements ensuring invoices completed, placement of social work students, orientation manuals are updated and completion of reports

## KEY RESULTS AREAS/MAIN PRIORITIES

### OPERATIONAL/CLINICAL PERFORMANCE

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc) and actively promote compliance to any such standards and legislation.
- Complete all mandatory training by the due date.
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.
- Recognise, respond and escalate changes in the patient's condition
- Demonstrate excellent clinical service delivery within your area of responsibility, including escalation of complex cases, psycho-social assessments linking assessment to intervention strategies and taking a lead in discharge planning
- Participate in leadership meetings, complex care reviews and risk management reviews as required
- Contribute to high standards of inter-disciplinary processes of care and patient outcomes.
- Develop sensitivity and knowledge of ethical and multicultural issues and provide culturally aware services.
- Contribute to the development of service development
- Prioritise caseload and manage competing priorities.
- Maintain awareness of the range of relevant services within and external to Peninsula Health.
- Support Discipline Senior and NUM's with recruitment and on boarding processes for social work positions as required.
- Support Discipline Senior and NUM's with supervision, mentoring and performance management of social work workforce based at PHMHS inpatient unit settings as required.

PROMPT doc no: 24691368	Version: 1.0	
First created: 16/09/2016	Page 4 of 7	Last reviewed: 14/06/2017
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:

## PENINSULA HEALTH VALUES

- Display the Peninsula Health values when carrying out duties and in all dealings with patients, consumers, clients, volunteers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces diversity.

## CONSUMER FOCUS AND PERSON CENTRED CARE

- Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights.'
- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.
- Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.

## QUALITY AND SAFETY

- Ensure patient and consumer safety and quality of care is the highest priority.
- Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.
- Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers and colleagues.
- Ensure direct support workers are compliant with The Disability Worker Exclusion Scheme, which aims to strengthen the protections and safeguards for people with a disability.
- Ensure any hazards or incidents identified are reported promptly and that risk controls are implemented to eliminate/reduce risks and ensure the safety of staff as well as others.
- Actively participate in workplace health and safety initiatives and consult with colleagues and management in relation to issues that impact on the safety of the workplace.
- Comply with all Policies and Procedures, including the 'Hand Hygiene' Policy, 'Smoke Free Work Environment' policy and clinical/operational practice guidelines.
- Maintain confidentiality as per Peninsula Health policies and procedures and in accordance with relevant privacy and health records legislation.
- Actively involve patients, consumers and/or carers in quality and safety improvement activities.
- Maintain up-to-date immunisation status related to own health care worker category.
- Ensure that the principles of general and patient manual handling are adhered to.
- Allied health clinicians are accountable for making clinical judgements about their own practice and operating within their own capacity and scope of practice. This must be conducted in accordance with Peninsula Health Policies and Clinical Practice Guidelines as well as discipline specific standards, policies, guidelines and codes of practice.

PROMPT doc no: 24691368	Version: 1.0	
First created: 16/09/2016	Page 5 of 7	Last reviewed: 14/06/2017
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:

## PEOPLE AND CULTURE

- Create and develop a positive working relationship with team and colleagues.
- Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.
- Actively participate in relevant professional development.

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- Member of or eligibility for membership of, the AASW.
- Extensive experience in hospital social work including within a mental health setting
- Excellent skills in comprehensive assessment, discharge planning and counselling
- Advanced demonstrated knowledge and application of Social Work theory.
- Significant demonstrated experience in the provision of staff and student supervision in line with AASW supervision standards.
- Excellent interpersonal and communication skills and demonstrated ability to work collaboratively within a team
- Ability to communicate effectively with and relate to consumers from a wide range of cultures and backgrounds.
- Ability to manage a demanding workload, and effectively prioritise tasks.

### DESIRABLE CRITERIA

- Masters of Social Work by advanced practice or Research (completed or underway).
- Previous experience in research, program evaluation/development

### PERSONAL ATTRIBUTES

- **Relationship Building** – Establishes and maintains relationships with people at all levels, promotes harmony and consensus through diplomatic handling of disagreements, forges useful partnerships with people, builds trust through consistent actions, values and communication
- **Teamwork** - Cooperates and works well with others in the pursuit of team goals.
- **Self-Discipline** - Maintains a consistent and sensible pattern of behaviour
- **Integrity** - Operates in a manner that is consistent with the organisation's values and nursing code of conduct
- **Empathy and Cultural Awareness** - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.
- **Initiative and Accountability** – Takes responsibility for own actions.
- **Resilience** - Remains calm and in control under pressure

PROMPT doc no: 24691368	Version: 1.0		
First created: 16/09/2016	Page 6 of 7	Last reviewed: 14/06/2017	
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:	

# PERFORMANCE APPRAISAL/REVIEW

1. Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the six month probationary period.
2. A Performance Development Review will be conducted on an annual basis.

## POSITION DESCRIPTION AUTHORISATION

<b>AUTHORISED BY</b> (Relevant Director)	
<b>NAME :</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

I have read and confirm I understand the information above.

<b>POSITION INCUMBENT NAME :</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>