

POSITION DESCRIPTION

Specific Position Title:	Social Worker
Award Classification:	Grade 2
Award:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
Employment Status:	Full Time
Salary Range:	Pending qualification and years of experience (base salary) + superannuation + other benefits
Department	Primary Care Services
Reports to	Team Leader - Alcohol and Other Drugs (AOD) and Counselling
Positions supervised:	Supervision of Allied Health Assistant (AHA), less experienced Social Workers and students

Our Health Service

Portland is situated in the South West of Victoria, about 370 kilometres from Melbourne. Portland District Health provides integrated healthcare and services in the Glenelg Shire located in the rural City of Portland. The Glenelg Shire has a population of approximately 19,700 of which approximately 12,000 live in Portland. The remaining population live in the surrounding districts, the Glenelg Shire is 6,212 square kilometres in size.

Portland District Health provides an integrated health service for the community. The Hospital, established in 1856 on the current site, provides a comprehensive range of services that include:

- Acute general medical and surgical care, midwifery, emergency, oncology, dialysis, subacute care, sleep studies, palliative care plus a range of specialist surgical services delivered by visiting surgeons.
- Emergency care provided from the Urgent Care Centre, Portland District Health has an onsite emergency helipad to facilitate rapid transfer when needed.
- Harbour side Lodge, is home for thirty residents, of the residential aged care program.
- An extensive range of primary and community services for the local community, this includes: Health Independence Program, Rehabilitation, Community Palliative Care, District Nursing, Allied Health, Visiting Specialist services, Medical Imaging, Pharmacy, Counselling, and Alcohol and Other Drugs treatment services.
- Being a collective impact partner promoting the Sustainable Eating and Activity CHANGE (SEA-change) initiative within the rural City of Portland. This initiative is recognised as world leading in addressing obesity in our local school aged children and is supported by the Deakin University Centre for Obesity Prevention.

Our Vision: Our Community Your Health.

The community live and work in is vitally important to us. Our focus is the health and wellbeing of the people in our community.

We Value: Wisdom Compassion Courage

Our Strategic Priorities:

- We Surpass – Your experiences in our care will be safe and the highest quality it can be
- We Connect – Our collaborations, partnerships and relationships are vital to our success



- We Learn – Our skilled team are the heart of our organisation, they are dedicated to lifelong learning
- We Create – Discovering and developing innovative solutions is our way of delivering our best.
- We are Responsible – We work hard to meet or exceed expectations, we comply with what is required of us

Purpose of the Position

This position is part of the Alcohol and Other Drugs (AOD) and Counselling team, within the department: Primary Care Services.

- This role provides high level generalist social worker service, including but not limited to psychosocial assessment, clinical intervention, counselling, crisis intervention, short term case management and discharge planning for eligible health service consumers across the age continuum.
- The Social Worker role is based at Portland District Health to provide quality to provide quality inpatient, outpatient, aged care, and community care and health promotion services.

Key Responsibilities

- Ensures standards of clinical practice comply with the codes, standards and guidelines outlined by Australian Association of Social Workers (AASW), Code of Ethics and AASW professional standards.
- Understands and works within the Portland District Health (PDH) governance framework, including adherence to the organisation's mission, values, business objectives, and policies and procedures.
- Delivers high level social worker services using assessment, intervention and problem solving skills which reflect evidenced based practice, initiative and innovation and are undertaken with a high degree of independence.
- Apply professional judgement to a caseload that may require special knowledge or depth or experience and adapt routine social worker services based on valid reliable evidence to ensure interventions are consumer focused and across the continuum of care within Portland and surrounding communities.
- Holds a work unit portfolio that will involve a level of communication and facilitation for a specific caseload or function of the work unit. This portfolio will be determined by Director of Primary Care Services.
- Act as an advocate, representative, resource person and enabler of change for quality and service improvements in matter pertaining to social worker services and the organisational/business framework of PDH.
- Provide clinical practice supervision, including competency based training and skill development, to less experienced Social Workers, Allied Health Assistants, students and other staff, within scope of practice to ensure the maintenance of clinical professional standards.
- Develop and maintain clinical practice knowledge and expertise through active learning with other Social Workers, within the multidisciplinary team and engaging in professional development activities.
- Participates in self-evaluation and performance appraisal, including professional supervision, at both the formal level and as an ongoing activity in accordance with PDH guidelines and standards.
- Use high level communication (verbal and written), negotiation, consultation and interpersonal skills to respond in a positive and flexible manner to change, and to build and maintain productive relationships with clients and within the health team.
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice.
- Assist with implementation of the ' Strengthening Hospital Responses to Family Violence (SHREV)' strategy and take a lead role in the implementation of the "R U Ok" workplace program.
- In collaboration with others review department/ service standards, operational processes and outcomes that may lead to the identification and improvement of service improvement initiatives.





- Maintain professional links to social work networks and tertiary institutions.
- Apply and actively participate in a working environment supporting quality human resource management practices, including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.
- Attend team meetings and other relevant external meetings as directed by line manager.
- Actively contribute to clinical research and evaluation projects, as appropriate.
- Other duties as directed

Organisational Relationships

1. Internal Relationships
 - All PDH Divisions, Departments and Clinics
2. External Relationships
 - Collaborating and partnering with referral Agencies

Selection Criteria:

Essential:

1. Possession of a tertiary qualification (or equivalent) in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated high level knowledge, expertise and skill in the provision of social worker for all ages and across the continuum of care, including inpatient, outpatient, aged care, and community care and health promotion services.
3. Demonstrated high level ability to develop, implement and evaluate individual and group therapy programs.
4. Demonstrated ability to provide high level clinical advice to professional and operational staff regarding service delivery and improvement opportunities.
5. Demonstrated effective communication (written and verbal), negotiation, and conflict resolution skills.
6. Demonstrated high level time management and organisational skills.

Desirable:

1. Capacity to work in accordance with compliance requirements, PDH policies, procedures and direction, for example OH&S, Risk Management and Quality Improvement.
2. Social Work specialty area.

Appointment factors

Evidence of eligibility to professional membership association and current class "C" driver's licence.

Provision of minimum identity proof required

Successful completion of: Criminal Record Screening clearance, Victorian Working with Children's Check, and PDH Pre Employment Health Assessment.

References

- [Australian Association of Social Workers: Codes, guidelines and policies](#)
- Fair work – Enterprise Bargaining Agreements/Awards
<https://www.fwc.gov.au/awards-and-agreements/agreements>
- Worksafe Victoria
<http://www.worksafe.vic.gov.au/>





Definitions Used to Quantify Frequency of tasks / demands

PHYSICAL DEMANDS Discipline: Social Worker	FREQUENCY
Shift work - Rotation of Shifts – Day, Afternoon Night	Not applicable
Sitting – Remaining seated to complete tasks	Frequent
Standing – Remaining standing without moving about to perform tasks	Occasional
Walking – on various surfaces; internal & external	Frequent
Lean Forward / forward flexion from waist – to complete tasks	Occasional
Trunk Twisting –turning form the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting / Crouching – Adopting these postures to complete tasks	Occasional
Leg / Foot movement – to operate equipment	Rare
Climbing Steps / ladders – Ascending / descending steps / ladders	Rare
Lifting / Carrying – Light lifting / carrying < 5 KG Moderate Lifting / Carrying 5 – 10 Kg Heavy Lifting / Carrying 10 – 20 Kg	Occasional Occasional Rare
Transfer and movement of patients using lifting devices	Rare
Push / Pull of equipment / furniture – Light push / pull forces less than 10Kg Moderate push / pull forces 10 – 20 Kg Heavy push / pull forces > 20Kg	Frequent Occasional Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head / Neck Postures – Holding head in a position other than neutral	Occasional
Sequential Repetitive actions in short period of time – Repetitive flexion and extension of hands wrists and arms Gripping, holding, twisting, clasping with fingers / hands	Frequent Occasional
Screen based work – Using computer, Keyboard, Mouse	Frequent
Sensory Demands	
Sight – Use of sight is integral to tasks completed each shift	Constant
Hearing –Use of hearing is integral part of work performance	Constant
Touch – Use of touch is integral to tasks completed each shift	Constant
Psychosocial Demands/ Occupational exposure	
Observation Skills – as related to position	Constant
Problem Solving – as related to position	Frequent
Attention to Detail – as related to PDH standards	Constant
Working with and supporting distressed individuals and families	Frequent
Dealing with aggressive or uncooperative individuals	Occasional
Dealing with Unpredictable Behavior	Frequent
Exposure to Distressing or vicarious situations	Rare

Constant	70 – 100 % time in this position
Frequent	31 – 69 % time in this position
Occasional	16 – 30 % time in this position
Rare	0 – 15 % time in this position
NA	Not Applicable





PORTLAND
DISTRICT HEALTH

