

POSITION DESCRIPTION	
Position Title:	Social Worker
Classification:	Grade 3
Division:	Clinical Services
Reports To:	Social Work Manager

1. Primary Purpose of Job:

To provide high quality Social Work intervention to the Units as allocated

- To enhance total patient care by providing an ethical, accountable, client focused, efficient and effective Social Work service
- To provide leadership and role model professional, positive behaviours within the Social Work team and the broader organization
- Provide ethical and supportive supervision to staff and students to promote a positive team environment and ensure staff are working ethically and accountably
- Demonstrates willingness and capacity to deputise for Social Work Manager when required and mutually agreed by both parties
- To undertake other relevant duties as required by the Social Work Manager

2. Organisation Context

2.1 Shared Vision

We will be a leading regional health care provider delivering timely, high quality, accessible, integrated and responsive services to the Gippsland community.

2.2 Core Values

- Person-centered care
- Integrity
- Excellence
- Working Together

2.3 National Safety and Quality Health Service Standards (NSQHS)

National Safety and Quality Health Service Standards (NSQHS) is the framework the Australian Commission on Safety and Quality in HealthCare (ACSQH) use to review hospitals for Accreditation. To ensure Latrobe Regional Hospital is an accredited facility, we are continuously reviewing and improving our service through numerous quality improvement initiatives and programs.

2.4 LRH Strategic Pillars

- Service Delivery
- Our People
- Regional Leadership
- Education, Training & Research

2.5 Diversity & Inclusivity Statement and Child Safe Standards

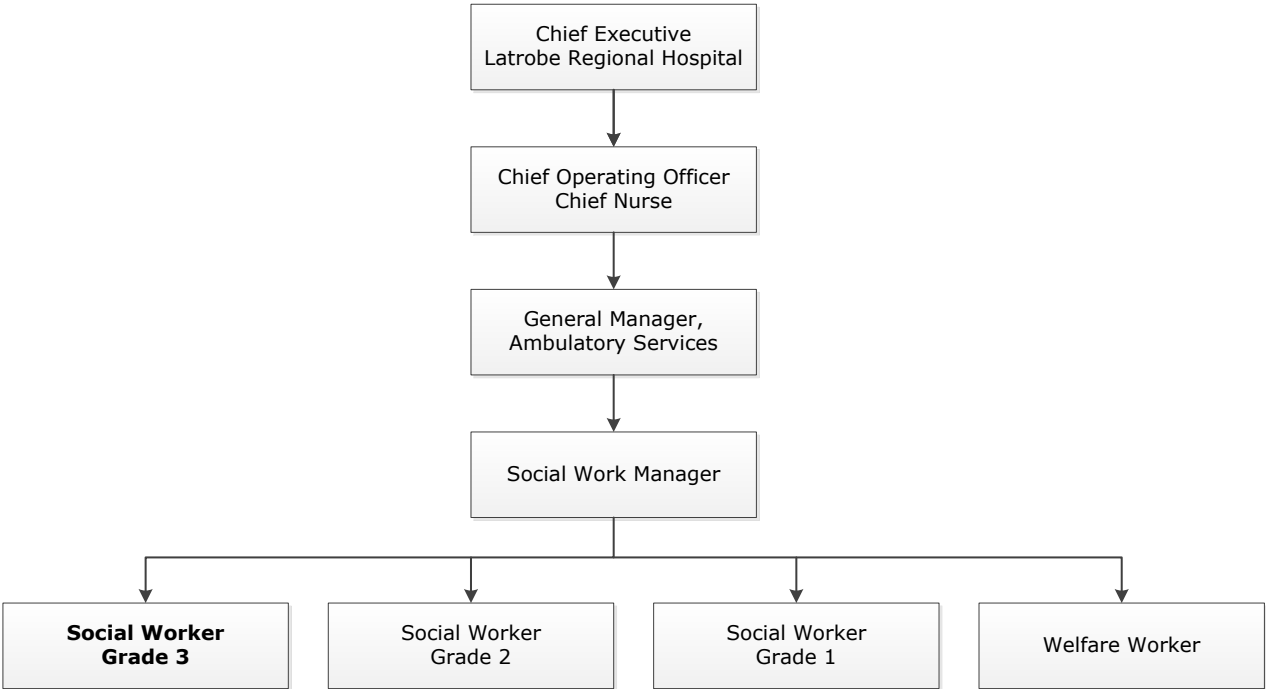
Latrobe Regional Hospital values our community’s diversity. We are committed to providing an inclusive, welcoming and safe service and workplace for everyone who engages with our organisation regardless of race, culture, religion, sexuality, gender identity, age or ability.

LRH is a child friendly and child safe hospital with zero tolerance for child abuse or harm of any kind. This includes Aboriginal or Torres Strait Islander children, culturally and linguistically diverse children and children with disabilities.

LRH has policies and protocols in place in line with the Victorian Child Safe Standards to ensure the safety and wellbeing of both paediatric patients and paediatric visitors

2.6 Structure

The Grade 3 Social Worker reports to the Social Work Manager.



2.7 Liaison

External: Liaise with Case Managers, Community Agencies and others as appropriate.

Internal: Liaise with Allied Health staff, the treating team, Unit and program managers, patients/clients and their family and carers as appropriate

3 Resource Management:

3.1 Total Staff Management (FTE)

- Staff supervision would be required

3.2 Annual Operating Expenditure

- No budget responsibilities

3.3 Personal Responsibilities

- Compliance with Occupational Health & Safety Regulations
- Compliance with legislative requirements
- Complete mandatory training
- Participate in annual performance appraisal
- Support the delivery of high quality and safe patient care
- Awareness and engagement in continuous improvement initiatives
- Support cultural awareness, diversity and inclusiveness

4. Qualifications/Experience:

4.1 Mandatory

- Bachelor Degree in Social Work or Qualifying Masters in Social Work
- Eligibility for membership of the Australian Association of Social Workers (AASW)
- At least 7 years clinical and leadership experience in the provision of Social Work, preferably within a health care setting
- Sound experience and skills to provide both formal and informal supervision to Social Work staff and students
- Knowledge of appropriate legislation, standards and processes applicable to hospital Social Work

4.2 Desirable

- AASW Accreditation
- Post-graduate qualifications
- Experience in quality, research and evaluation activities
- Demonstrates experience in working with patients and families in sub-acute, acute and mental health within a hospital setting

5. Key Selection Criteria

5.1 Key Competencies

- Demonstrated experience in the provision of advanced social work practice
- Knowledge of issues associated with illness and disability and awareness of the impact of these on family and carers including those from culturally and linguistically diverse backgrounds
- Significant prior experience in health, mental health, crisis intervention and/or loss and grief and provision of supportive counselling
- Demonstrated ability to manage a clinical caseload autonomously and professionally including clients with complex needs
- Ability to prioritise needs and understand that these can change on a frequent basis and manage caseload accordingly
- Capacity to work skillfully and creatively in an environment of competing demands
- Commitment and ability to work collaboratively within and contribute to an interdisciplinary team to ensure patient centered treatment and care planning is delivered to patients
- Demonstrated commitment to ongoing professional development, ethical practice and self-reflection

- Ability to successfully supervise staff and students to maximize their potential
- Willingness to be involved in promoting and support staff with completing quality, evaluation and research tasks
- Well-developed leadership skills to meet departmental and organisational goals and objectives

5.2 Personal Attributes

- Demonstrate well developed interpersonal skills
- Excellent written and verbal communication skills as well as skills in organisation, negotiation, administration, time management, planning and priority setting
- Thorough understanding of statutory requirements relevant to area of responsibility
- Sensitivity to cultural diversity
- Ability to relate well to patients with varying needs
- Demonstrated leadership and time management skills

5.3 Other Attributes

- Current Victorian driver's license
- Sound computer skills

6. Duties/Responsibilities:

6.1 Deliver Quality, Accessible and Coordinated HealthCare

6.1.1 *To provide thorough psychosocial assessments and service to patients as required while working within an interdisciplinary team. To work professionally and ethically in accordance to the approved practices of Latrobe Regional Hospital and the Social Work department.*

- Demonstrate a client focus in the provision of care
- Assess the patient, plan and implement appropriate interventions
- Attend and actively participate in patient reviews and facilitate family meetings
- Effectively plan and monitor discharge and community reintegration
- Possess an understanding of statutory requirements relevant to area of responsibility eg. Privacy and Confidentiality
- Maintain accurate medical record documentation and departmental statistics
- Comply with hospital wide policies, procedures and the Standards of Practice for both the Social Work department and the AASW
- Assist and train other team members to develop skills and complete thorough assessments and interventions

Measures

- Respond to referrals within agreed timeframes
- Recording of computer based statistical data
- Recording in medical history as per required standards
- Service provision meets the requirements of the Continuum of Care
- Targets met and where required reviewed to ensure effective performance
- Annual performance review

6.1.2 *Assist in the development, implementation and monitoring of Social Work services within a framework of NSQHS Standards*

- Participate in the development and utilisation of service outcome indicators and targets
- Participate within interdisciplinary teams
- Knowledge and assist educating team members of the guidelines and requirements for accreditation
- Provide support and role model processes and completion of quality activities
- Maintaining an effective process of continuous improvement

Measures

- Departmental policies and procedures implementation and reviews
- Quality plans and activities monitored and in place
- Representation on LRH teams

6.2 Enhance Services Available to the Community

6.2.1 *Communication of the vision for Social Work professional practice as per department, hospital and AASW standards to ensure the Continuum of Care is met.*

- Social Work professional direction

Measures

- Improved service outcomes

6.2.2 *Community and agency liaison to ensure optimal discharge planning*

- Liaise and communicate with community agencies and groups to ensure patient needs are met

Measures

- Continuum of Care - Separation and Community Reintegration requirements met

6.3 Attract, Retain and Develop Quality Staff

6.3.1 *Work performance will be assessed in line with Performance Improvement Plan.*

- Responsibility taken for self-education in Social Work and a commitment to Continuing Professional Education
- Actively participate in personal and peer supervision
- Contribution to and involvement in continuing education within the department, hospital and the community
- Acknowledge limitations of professional knowledge and experience and seek assistance as required
- Develop own learning plan in conjunction with supervisor and attend relevant courses as appropriate
- Provide regular quality formal and informal supervision to team members and students

Measures

- Plans in place and regularly reviewed
- New initiatives evidenced

6.4 Engage the Community in the work of the hospital

6.4.1 *To plan and monitor patient discharge and community integration.*

- Active participation in patient review and family meetings
- Liaison with service providers

Measures

- Documentation in medical history as per required standards
- Key performance indicators met

6.5 Improve Financial Viability and Infrastructure

6.5.1 *Participate in Quality Activities and Groups consistent with NSQHS*

- Knowledge of the guidelines and requirements of Accreditation
- Active involvement in Quality activities and groups
- Participation in planning activities

Measures

- Representation on LRH and Allied Health teams
- Activities monitored, reviewed, input in QI register

Reviewed By:	Human Resources
Last Review Date:	October 2017
Date to be Reviewed:	October 2020

I have read and understand the contents of the position description:

Employee's Signature: _____

Date: / /