

## POSITION DESCRIPTION

**POSITION TITLE:** Social Worker

**CLASSIFICATION:** Level 13.1 to 14

SJGHC HSU Health Professionals, Administrative, Clerical and Technical Enterprise Agreement

**REPORTS TO:** Relevant Manager/Supervisor

**PERFORMANCE AND DEVELOPMENT PLAN:**

*Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan*

### **ST JOHN OF GOD HEALTH CARE MISSION AND VALUES**

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

#### **1. PURPOSE OF POSITION**

The Senior Social Worker works alongside the multi-disciplinary team to provide senior social work services to clients/patients. Practices as a Social Worker and ensures practice is in accordance to the Australian Association of Social Workers *Code of Ethics and Practice Guidelines* and SJGHC policies and guidelines.

The Senior Social Worker is expected to work independently and demonstrate a specialist level of knowledge and depth of experience. The Senior Social Worker is expected to initiate and participate in teaching, training, research and quality activities, to supervise students and supervise and mentor junior caregivers.

## **2. POSITION REQUIREMENTS**

### **2.1 Mission**

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behaviour outlined in the SJGHC Code of Conduct document.

### **2.2 Clinical Care**

- Provide evidence based senior Social Work services to patients/carers within the clinical specialty area/s.
- Provide Social Work assessment, intervention and evaluation at an advanced practice level for complex and general caseload/s. Provide Social work services to DVA, TAC and Workcover patients
- Ensures prioritisation and delegation of duties for own caseload and supervised staff.
- Contributes to the evaluation of the Social Work Service and Clinical Specialty, to ensure continuous improvement.
- Ensures effective multidisciplinary team work through professional communication and comprehensive liaison with colleagues, patient/carers and service providers.
- Ensures maintenance of appropriate clinical documentation and clinical information systems.
- Demonstrates reflective practice and commitment to professional development.
- Supports Social Work service through communicating issues and ideas for enhancing the service (through to the coordinator of Social Work).
- Supervision of junior social work caregivers and Welfare Officers
- Supports the profession through Social Work student learning.
- Actively intervene with appropriate counseling, support, education, community liaison and referrals
- Liaise with compensable bodies, financial institutions and external care agencies where appropriate
- Liaise with patients and their carers to identify social support requirements
- Contribute to effective and efficient patient discharge planning via timely collaboration and communication with the multi-disciplinary team, the patient and their carers
- Maintain a working knowledge of supported accommodation and nursing home facilities and patient eligibility
- Maintain current knowledge of legislation and policies relating to discharging patients
- Maintain current knowledge of legislation and policies relating to DVA and Compensable patients (TAC & Workcover)
- Conduct quality audits that collect quantitative and qualitative data, which can be used toward improvement in patient care

## **2.3 Professional Development**

- Attends relevant training sessions offered by SJGHC. Satisfactory completion of all annual mandatory and unit based competencies as required.
- Accepts responsibility for maintaining and strengthening own professional knowledge and expertise. Maintenance of own continuing professional development portfolio as required

All other reasonable duties as directed by the Supervisor/Manager.

## **3. Team Work**

- Participate as a valued team member promoting and contributing to a supportive team environment.

## **4. Communication**

- Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.

## **5. Quality and Risk**

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service

## **6. Occupational Health and Safety**

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

## **7. Environment**

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

## **SELECTION CRITERIA**

### **Essential**

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Tertiary qualification in Social Work and eligible for membership with the Australian Association of Social Work.
- Demonstrated senior clinical experience and leadership in a specialised area of clinical practice within a healthcare setting.
- Demonstrable ability to undertake professional supervision and/or mentor junior staff and to promote professional competence and growth in staff.
- Demonstrated ability to develop evidence based, innovative clinical practices and initiation of quality improvement activities.

### **Desirable**

- Demonstrated knowledge and understanding of cultural issues and social determinants particularly relating to aboriginal health.
- Demonstrate understanding of a variety of both public and private funding arrangements.
- Eligible for Medicare Provider Number.

### **Appointment Prerequisites**

- Ability to work in various locations as operationally required if employed in a Community Services setting.