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|  | Position Description Version: |

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| **Position Title:** | Social Worker Grade 3 |
| **Position Number:** |  | **Cost Centre:** | D1761 and D1764 |
| **Site/Facility:** | Calvary Health Care Bethlehem |
| **Department:** | Allied Health – Social Work |
| **Enterprise Agreement** | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| **Classification:** | Social Worker Grade 3 |
| **Reports To:** | Allied Health Head of Department – Music Therapy, Social Work, Pastoral and Bereavement Services |
| **Date of Preparation:** | 01/11/2024 | **Date Updated:** |  |
| **Primary Purpose** |
| Working in collaboration with other Clinical Leads, the Social Worker Grade 3 is responsible for the clinical leadership of the social work department and the psychosocial services team including service development and innovation, clinical supervision and staff development, and the provision of specialist clinical social work services in accordance with the mission and values of the LCM Health Care and CHCB’s policies and procedures.The role also encompasses coordination of CHSP funded programs in CHCB and provides support and leadership to the CHSP team through core duties of: * working with consumers, their carers, service providers, and the CHSP Team to provide high-quality services
* Responding to referrals on the My Aged Care Portal and enabling access to services through evaluation of suitability and support needs for new clients
* Monitoring compliance with the Aged Care Quality Standards and CCC-CHCB agreed processes
* Ensuring that CHSP services are provided to clients in compliance with CHSP guidelines
* Monitoring service activities in line with service targets
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| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.**Calvary Health Care Bethlehem (CHCB**) is a publically funded sub-acute specialist health service encompassing a 32 bed inpatient unit, centre based clinics, research, day centre, NDIS, CHSP and community palliative care service. CHCB is located and part of the Calvary Kooyong Integrated Precinct in Caulfield South in Melbourne.The integrated precinct brings together premium retirement living in the Hyson Apartments, contemporary residential care in the Huntly Suites, Calvary in-home care, a GP clinic, and Calvary Bethlehem’s specialist sub-acute health services. **Palliative Nature of this work setting:** Employees must be aware that CHCB is a palliative care environment and staff are likely come into contact with patients who are dying, and, with patients, relatives, friends, staff and volunteers who may be experiencing grief and loss. CHCB provides a comprehensive range of bereavement support services and access to the Employee Assistance Program to support our staff when required.**Managing patients with ‘Behaviours of Concern’:** Some conditions can present challenging behaviour issues that require specialised management and understanding of the disease trajectory. Patients in this category require implementation of specific interventions to ensure safety, security and dignity and care planning that support the patient’s individual requirements. Employees should be aware that they are likely to come into contact with patients exhibiting these behaviours.**Smoke Free:** CHCB is a smoke free hospital environment. All staff must comply with the relevant policy and procedure. |
| Accountabilities and Key Result Areas |
| The SeniorClinician is responsible for undertaking advanced clinical, administrative, consultative, educational and supervisory tasks as approved by the Allied Health Head of Department and where appropriate, responsible for deputising on behalf of the Allied Health Head of Department.***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Behave in an open, equitable and fair manner by being honest, clear, timely, empathetic and appropriate when communicating with patients, clients and their families as well as with colleagues
* Demonstrate professional integrity, work ethic and leadership, including reliability and punctuality, acceptance of responsibility, enthusiasm and motivation, courtesy accountability for one’s actions, behaviours and decision making
* Provide clinical leadership for the social work department, including oversight of a specific departmental portfolio (e.g. Support for Carers program, Support at Home program, etc.)
* Assist and support the implementation of service change as required
* Contribute to a well-functioning team/work environment through appropriate, professional and timely communication as demonstrated by making time and taking time to assist, listen, support and encourage others; expressing appreciation for their contribution.
* Complete administrative tasks approved by the Allied Health Head of Department. These may include but are not limited to:
	+ Deputising on behalf of the Allied Health Head of Department where appropriate
	+ Participating in the development of department’s policies and procedures
	+ Participating in staff recruitment, supervision and appraisals
	+ Monitoring target outcomes for social work staff
	+ Participating in the development of department’s strategic development
	+ Participating in the development and/or coordination of the department’s quality improvement and student placement programs.
	+ Assisting with management of staff timecards/pay
	+ Co-ordinating clinical social work staffing cover
	+ Facilitating social work department meetings
* Present at a minimum of two (pro rata) internal workshop/conference and/or seminar per year and at least one external workshop/conference and/or seminar within a 24 month period
* Provide specialised education as required to staff of other disciplines both internally and externally
* Provide education as required to post-graduate social work students
* Provide leadership and expertise in the development and implementation of clinical research within the social work department

***Excellence in Service Delivery:*** * Provide specialist clinical social work services from people living with palliative and/or progressive neurological conditions in community, inpatient and/or ambulatory settings and external purchasing agencies when/if directed to by the Allied Health Head of Department
* Provide psychosocial assessment and appropriate social work interventions in accordance with clients, families, and significant others needs
* Provide counselling to patients, families and significant others in relation to issues presented
* Undertake risk assessments in relation to family violence, elder abuse and the wellbeing of children and provide appropriate interventions in line with current legislative frameworks
* Respond to social work referrals within a specified time frame
* Assess patients’ social work needs and requirements
* Implement and evaluate an appropriate social work treatment program for patients
* Record assessments, treatment progress and other relevant information in patients’ medical histories in accordance with departmental and CHCB policies
* Accurately and efficiently record clinical and non-clinical patient intervention statistics in accordance with departmental and CHCB policies
* Complete relevant patient reports including funding applications and discharge summaries in a timely manner in accordance with departmental and CHCB policies
* Initiate referrals to other disciplines where necessary
* Provision of information (either directly or via clinicians and other key stakeholders) to CHSP clients regarding Calvary Health Care Bethlehem’s services
* Intake and assessment of referrals, in collaboration with allied health clinicians from each discipline as required
* Develop service plans with clients based on either their goals or maintenance program and agreed client contribution
* Participate on at least two (pro rata) nominated organisation Committees, Advisory Groups, and/or Working Parties per year
* Undertakes a 60%/40% clinical/managerial workload or as approved by the Allied Health Head of Department
* Be involved in mission celebrations and community engagement events as appropriate
* Partner with consumers as per CHCB’s ‘Partnering with Consumers’ policy
* Support patients and carers to identify and strengthen their own community networks and seek out opportunities to build community capacity to care for each other during illness, aging, dying and grief
* Maintain awareness of local geographical community profile (e.g. Kingston, Bayside, Glen Eira), disease group profile (e.g. MND, HD, oncology, carers, etc.) and other community spiritual supports (e.g. local faith communities) including needs, assets, resources, programs, and vulnerable people

***Excellence in Service Development:*** * Develop, implement and monitor the psychosocial services quality improvement plan, including completing a minimum of 2 (pro rata) QI activities within a 12 month period
* Monitor and achieve agreed clinical and non-clinical hospital and departmental target outcomes and KPIs
* Participate in regular clinical supervision and/or task supervision in accordance with the Calvary National Clinical Supervision for Allied Health Practitioners Guide
* Document a professional development plan as a component of performance appraisal annually
* Maintain up to date knowledge of systems and services that help people live well with illness, aging, dying and grief
* Gather information, analyse and interpret the needs of the service, staff, and organisation and takes action to improve systems and service delivery in relation to CHSP Allied Health Services
* Initiate service improvements to facilitate CHSP client outcomes
* Oversee compliance with the policies and procedures and risk management frameworks as it relates to Aged Care
* Ensure completion of all necessary reports, reviews, statistics in a timely and professional manner
* Complete all mandatory training requirements as per the Calvary training matrix
* Co-ordinate social work department clinical supervision, student supervision, and team development program, including the supervision and annual performance appraisal of supervisees

***Wise Stewardship**** Operate within budget requirements and in accordance with organisational goals and directives
* Set priorities to manage relevant duties within time available
* Ensure completion of all necessary reports, reviews, and statistics in a timely and professional manner
* Effectively uses IT skills to manage clinical and non-clinical tasks
* Demonstrates an ability to prioritise referrals and manage clinical case loads
* Act with integrity when using company material or representing the company publicly
* Contribute to patient and staff safety and wellbeing by diligently managing risks and immediately reporting hazards, incidents, serious near misses, accidents, illness or injury
* Being mindful and responsible for all fiscal and environmental resources

***WH&S Responsibilities****:* * Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
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| **Key Relationships** |
| Internal: | * Patients/Residents/Clients/Families
* Calvary Kooyong Staff and volunteers
* Other Senior Clinicians and Clinical Leads
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| External: | Key stakeholders: MND Vic, HD Vic, MS society, Universities etc., AASW, external purchasing agencies CHSP clients, family and friends  |
| **Position Impact** |
| Direct Reports: | No direct reports.Clinical supervision responsibilities for Grade 2 and Grade 1 Social Worker and students |
| Budget: | *n/a* |
| Selection Criteria |
| **Essential*** COVID-19 vaccination is a mandatory requirement unless assessed exempt
* Influenza vaccination is a mandatory requirement unless assessed exempt
* Bachelor of Social Work or Master of Social work
* Demonstrated and on-going entitlement to work in Australia
* Registered with the Australian Association of Social Workers (AASW)
* Valid Full Australian Driver’s Licence.
* Attained, commenced or planning to undertake post graduate qualification in relevant clinical area(s), clinical supervision and or clinical leadership
* Employees must undergo a National Police Record Check and/or a Working With Children Check in accordance with the CHCB Policy

**Desirable**A minimum of seven years clinical experience with:* Advanced and current clinical knowledge in neurology and/or palliative care and/or
* Competent managerial and staff/student supervision skills
* Excellent communication skills, written and verbal
* Ability to build relationships with all stakeholders
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |