

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Social Worker
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 1-2
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South – Social Work Services, Royal Hobart Hospital
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Discipline Lead Social Work Services
<b>Effective Date:</b>	April 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	Current Driver's Licence.
<b>Position Features:</b>	<p>The occupant of this position may be required to work at both on and offsite facilities of the Department.</p> <p>The occupant will participate in after-hours, on call services which may include weeknights, weekends and public holidays, as required.</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Develop, provide and evaluate Social Work Services for patients of the Royal Hobart Hospital (RHH) as authorised, in accordance with the Code of Ethics and Practice Standards of the Australian Association of Social Workers.

## Duties:

1. Assess the need for, plan, provide and evaluate Social Work Services for individual clients and client groups.
2. Facilitate effective and efficient utilisation of resources, the development of services and the provision of integrated service delivery through liaison and collaboration with staff of the Social Work Services Department, the Hospital and external agencies.
3. Contribute to the maintenance and development of high practice standards, quality service delivery and quality outcomes.
4. Provide supervision to less experienced staff and participate in the Social Work Service student field education program as required by Discipline Lead Social Work Services.
5. Contribute to the planning, development and review of policies, guidelines and functions of the Social Work Services.
6. Conduct and participate in educational programs for individuals and groups and undertake research to improve patient care.
7. Maintain records and record data for legal, statistical and evaluation purposes.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Responsible for providing Social Work Services to patients of the RHH, community, outreach and outpatient services.
- Responsible for identifying and participating in continuous professional development.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Comprehensive knowledge of Social Work theory as it applies to practice in an acute care hospital.
2. Ability to practice Social Work in an acute care hospital or community-based setting, with the ability to provide psycho-social assessments, casework and group work appropriate to the needs of the client group.
3. Ability to be self-motivated and self-directed and to optimise the use of resources.
4. Ability to constructively work as a member of a Social Work and multidisciplinary team.
5. Well developed communication, negotiation, advocacy and conflict resolution skills.
6. Ability to undertake and contribute to practice-based research and evaluation.
7. Competence in computer skills, including the capacity to use word processing programs, data bases and web-based resources.
8. Knowledge, appropriate to the level of Work Health and Safety and Equal Employment Opportunity legislation, policies and codes of practice.
9. Possession of, or commitment to acquire, Australian Association of Social Workers (AASW) Accredited Social Worker status.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).