

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Social Worker
Position Number:	511904
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West - Social Work
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Deputy Manager Social Work
Effective Date:	January 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers.</p> <p>Current Tasmanian Working with Children Registration.</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>
Desirable Requirements:	Current Drivers Licence.
Position Features:	<p>The occupant of this position will be required to work on site, attend home visits and agency visits.</p> <p>Travel between the North West Regional Hospital, Mersey Community Hospital and other areas will be required.</p>

Dependant on skills and competency, participation in an after-hours on call Social Work Service will be required.

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:

As a member of the Hospitals North/North West Social Work team, the incumbent will, as part of a multidisciplinary team, contribute to the development, provision and evaluation of social work services for patients of the Hospital and their families and/or the community; in accordance with the Code of Ethics of the Australian Association of Social Workers and the Code of Conduct of the Hospitals North/North West.

Rotation across all clinical caseloads in the area including medical, surgical (including short stay), rehabilitation, emergency department, community clients, maternity services and paediatrics.

Duties:

1. Assess the need for, plan, provide and evaluate Social Work services for individual clients and client groups, as allocated.
2. Facilitate effective and efficient resource utilisation, the development of services and the provision of integrated service delivery through liaison and collaboration with staff of the Social Work team, the Hospitals North/North West and external agencies.
3. Contribute to the maintenance and development of high practice standards, quality service delivery and quality outcomes.
4. Maintain records and record data for legal and statistical purposes, and for the evaluation of services.
5. Contribute to the planning, development and review of policies, guidelines and functioning of the Social Work service.
6. Conduct and participate in educational programs for individuals and groups and undertake research to improve patient care.
7. Attend and participate in departmental staff meetings and continuing education programs.
8. Provide professional consultation in the context of a multidisciplinary team.
9. Liaise with other Social Workers and service providers, both within and outside the region, regarding ongoing client care.
10. 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 and related training.
11. 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 the planning, provision and evaluation of Social Work services as allocated and in consultation with the Deputy Manager Social Work.

- Responsible for the provision of Social Work services in accordance with the Code of Ethics of the Australian Association of Social Workers.
- Will be required to operate independently acting within guidelines and procedures of the North and North West Hospitals - Social Work Team.
- Expected to work with professional guidance/supervision from the Deputy Manager Social Work in accordance with recommended standards for supervision as endorsed by the Australian Association of Social Workers. Including being responsible for identifying and participating in professional development.
- May be responsible at times for the supervision of less experienced staff and Social Work students on fieldwork placement.
- 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.

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 with the ability to provide psycho-social assessments, casework and group work appropriate to the needs of client groups.
2. Ability to be self-motivated and self-directed; including demonstrated problem solving skills and the ability to optimise the use of resources.
3. Ability to effectively work as a member of the Social Work and multidisciplinary teams.
4. Well-developed communication, negotiation, advocacy and conflict resolution skills.

5. Demonstrated ability to successfully implement self-care in a demanding and stressful work environment.
6. Appropriate to the level, have knowledge, of Work Health and Safety and Equal Employment Opportunity legislation, policies and codes of practice to enhance patient safety and workplace safety.
7. Ability to contribute to practice based research and evaluation, as well as demonstrated competence in computer applications including the use of Word processing, databases and web based resources.

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](#).