

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Community Health Social Worker
Position Number:	Generic
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West – Primary Health Services Social Work Team North
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Principal Social Worker
Effective Date:	November 2019
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers Current Driver's Licence <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>
Desirable Requirements:	Minimum of 3 years' experience as a practising social worker in a relevant field
Position Features:	Some travel within the region 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:

Within a primary health care model and in accordance with Agency policy and direction, legal requirements and professional competencies, provide a professional social work service to individuals, families, groups and communities with a focus on developing innovative and evidence informed services that are sustainable and reflective of community needs. The role may also involve providing a social work service to clients with a mental health issue or mental illness.

As a senior member of the health care team provide support to management in developing, implementing and monitoring policies and practices that reflect the priorities and standards of the service.

Promote community awareness in relation to building community resilience and work with other agencies, organisations and the wider community to develop an integrated approach to delivering support services.

Duties:

1. Provide professional social work services including social work mental health interventions to clients, through holistic assessment, care planning, appropriate referrals and evidence based interventions (e.g. therapeutic counselling, ACT, motivational interviewing).
2. Foster and maintain linkages with both government and non-government services including general practitioners, hospital services including acute mental health services, community sector organisations, and community development units within local councils, and where possible participate in the discharge planning for clients in hospitals who require support in local communities.
3. In collaboration with local community organisations, community groups, local councils and other government and non-government agencies, contribute to the development and implementation of group work, health promotion and community development programs that are consistent with the Social Work Strategic Framework and Model of Care.
4. Work as part of the multi-disciplinary team on site, as well as the wider Social Work team. Participate in client reviews, care planning meetings, regional social work meetings and any other meetings as required.
5. As required, and consistent with the Social Work Strategic Framework and Model of Care, liaise with and provide information, advice and support to general practitioners, allied health professionals, government and non-government organisations that work with vulnerable and at risk clients.
6. Document interventions and client progress according to legal and service requirements.
7. Maintain required data collection documentation and meet all reporting requirements for the role as directed by the Principal Social Worker – Primary Health North.
8. Assist with and participate in the development, implementation and evaluation of quality improvement activities and ethical research as well as other strategies consistent with best practice.
9. Contribute to the planning, development and review of policies, guidelines and functions of the Social Work team.
10. Undertake all mandatory training required as an employee of the Agency.
11. Consistent with all relevant laws, legislation and Agency policies contribute to a safe environment for clients, staff and visitors.
12. Participate in supervision, peer review and continuing professional development as required.

13. Provide supervision to social work students and other social workers within the Agency as required.
14. 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.
15. 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:

- Works within the broad policy direction of the Agency.
- The occupant of this position will be required to work with minimal supervision and exercise considerable initiative and professional judgement (consistent with Agency policy directions), in the provision of safe, effective and efficient social work services.
- Develop collaborative linkages within the Agency, with external organisations and groups and the wider community in order to foster an integrated approach to the delivery of health and community support services.
- Responsible for meeting regularly with the Director of Nursing and the Principal Social Worker to discuss current case load and issues pertaining to the planning and delivery of social work services.
- Responsible for compliance with State Service Principles and Code of Conduct and working within Agency policies and procedures.
- Practice according to the Code of Conduct of the Australian Association of Social Workers (AASW), except where the interpretation of the AASW Code of Conduct contravenes the State Service Principles, State Service Code of Conduct or other Agency policies and procedures.
- The occupant of this position will report directly to the Principal Social Worker for all administrative and professional matters with broad daily administrative guidance offered by the Director of Nursing in rural sites.
- 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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

*as required by, either the *Aged Care Act* or the CHSP occupants of this role are required to undertake a conviction check assessment every 3 years.

Selection Criteria:

1. Extensive experience as a practising social worker, together with highly developed knowledge and skills in the provision of social work psychosocial assessment (including mental health assessment and interventions), and psychosocial interventions such as therapeutic counselling, therapeutic group work, care planning and referral, preferably in a rural setting.
2. A high level of understanding and experience in the development, facilitation and evaluation of therapeutic groups that respond to the needs of clients.
3. Advanced knowledge of the principles of primary health care, health promotion and community development; and proven experience in applying these principles in local communities in a sustainable and community driven manner.
4. High level interpersonal, oral and written communication skills, including the ability to provide different types of written reports such as business cases, group work plans, project briefs and funding submissions.
5. Extensive experience in working collaboratively as part of a multi-disciplinary team as well as experience working with initiative and with minimal supervision.
6. Highly developed consultation, liaison and negotiation skills.
7. High level knowledge in, and commitment to, quality improvement, ethical practice and ongoing professional development activities.

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](#).