

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Lead Social Worker – Community Outreach and Outpatient Services Team
Position Number:	522121
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Social Work Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Discipline Lead - Social Work
Effective Date:	November 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers. Current Driver's Licence.

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

Note: 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:

- Provide leadership, professional support and oversight of best practice standards for community based and outreach social work services in accordance with Australian Association of Social Workers *Practice Standards for Social Workers and Code of Ethics*.
- Assist the Discipline Lead Social Work Services with operational requirements such as the coordination and management of overall Social Work Services, including recruitment, supervision and support of staff and students, as required.
- Participate as a member of the Social Work Services management team in the provision of strategic direction, development of policies, and in the delivery and evaluation of specialist Social Work services across the continuum of care for people of the southern region of Tasmania and the Royal Hobart Hospital.

Duties:

1. As an effective member of Social Work services within the Community Based and Outreach Services team, plan, implement and evaluate social work services for referred clients and their families.
2. Provide high level clinical leadership and specialist advice regarding Social Work Services to community based and hospital outreach clients with complex needs.
3. Provide high-level policy and practice advice to community based and hospital multidisciplinary teams and to the Discipline Lead Social Work Services, in relation to the development and provision of social work services to clients and their families.
4. Identify opportunities and make recommendations to the Discipline Lead Social Work Services in relation to service improvement and innovation and the implementation of supporting strategies.
5. As a senior member of the Social Work service, actively participate in and promote research and quality improvement activities.
6. Monitor the team's day to day operational activities and identify priority activities.
7. Ensure timely responses to referrals through the effective management and allocation of work to members of the Community Outreach and Outpatient Services Team.
8. Maintain advanced professional knowledge and skills to ensure continued competency, professional growth and development of specialist expertise, including in the specialist areas of chronic disease management and community based social work practice.
9. Maintain contemporary knowledge of community development and health promotion practice as it applies to the health needs of people of southern Tasmania.
10. Participate in advanced training, community recovery exercises and stakeholder meetings related to preparation and responses to critical incidents, emergency and social recovery events
11. Provide operational oversight to community based COVID-19 responses including quarantine support as required.
12. Promote continuing education and professional development through provision of supervision, support and specialist education to social workers, social work students and other disciplines and promote professional development opportunities.
13. Undertake annual education in relation to mandatory training requirements.

14. Assist in the overall operational management and development of Social Work services through regular communication with the Discipline Lead and participation in recruitment, selection, orientation and supervision of staff.
15. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
16. 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:

Under the broad direction of the Discipline Lead Social Work Services, the Clinical Lead – Community Outreach and Outpatient Services Team is responsible for leading, developing and coordinating best practice community based and outreach social work services. In doing so, the incumbent will:

- Maintain the high and positive profile of Social Work services provided by community outreach and outpatient services by providing professional leadership and direction.
- Exercise high level initiative and independent professional judgment in the resolution of complex and critical problems.
- Contribute specialist knowledge and advice to staff in relation to psychosocial needs and issues of clients.
- Establish and maintain collaborative working relationships with multidisciplinary teams, community-based service providers and external representative committees, as delegated by the Discipline Lead Social Work Services.
- Ensure standards of service delivery and social work practices comply with Australian Association of Social Workers *Practice Standards for Social Workers and Code of Ethics*, Agency and RHH policies and procedures, confidentiality, Equal Employment Opportunity (EEO) and Work Health and Safety (WH&S) requirements.
- 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:

- I. 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.

Selection Criteria:

1. Extensive experience as a practicing social worker, with substantial demonstrated knowledge of Social Work theory and practice as it applies to service delivery in community based, outpatient and outreach health services.
2. Ability to independently apply professional judgement in the resolution of complex and critical client issues, including the ability to consult and advise on similar issues.
3. Demonstrated knowledge and experience of emergency, critical incident and social recovery responses required by Social Work and understanding of the Tasmanian Emergency Management Arrangements (TEMA)
4. Demonstrated high-level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment, along with the ability to develop, implement, and evaluate policies, protocols and procedures and to advise on appropriate changes.
5. High level interpersonal, negotiation and conflict resolution skills including advanced written and oral communication skills, with a demonstrated ability to provide effective professional leadership, supervision, education and support to social workers and students.
6. Knowledge of, and the ability to apply, contemporary human resource management practices and principles including relevant knowledge of EEO and WH&S legislation, policies and codes of practice.
7. Demonstrated commitment to ongoing education and professional development as per the standards of the 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](#).