

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Community Health Social Worker
Position Number:	527766
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North West – Primary Health Services West Coast District Hospital
Position Type:	Fixed-Term, Full Time
Location:	North West
Reports to:	Director of Nursing - West Coast
Effective Date:	December 2022
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Australian Association of Social Workers (AASW)</p> <p>Eligible for membership with the AASW or is a full member of AASW; or</p> <p>Overseas qualified Social Work candidates require a “certification of eligibility” letter from the AASW to confirm their eligibility for membership to the AASW</p> <p>Current Driver’s Licence</p> <p>Current Registration to Work with Vulnerable People</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:	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 will involve providing a social work service to community clients inclusive of inpatients and residents at the West Coast District Hospital.

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. Work with other agencies, organisations and the wider community to develop an integrated approach to delivering support services.

Duties:

1. Be responsible as a sole practitioner for the Social Work Service within the West Coast community.
2. Provide professional social work services including social work interventions, through holistic assessment, care planning, appropriate referrals and evidence-based interventions.
3. Work as part of the multi-disciplinary team on site, in the local area and as well as the wider North West Social Work team. Participate in client/inpatient/resident reviews, care planning meetings, regional social work meetings and any other meetings as required.
4. 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.
5. Document interventions and client progress according to legal and service requirements.
6. Foster and maintain linkages with both government and non-government services including general practitioners, community sector organisations, and where possible participate in the discharge planning for clients in hospitals who require support in local communities.
7. In collaboration with local community organisations, community groups and other government and non-government agencies, contribute to the development and implementation of group work, health promotion and community development programs.
8. Maintain required data collection documentation and meet all reporting requirements for the role as directed by the Principal Social Worker - Primary Health North.
9. 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.
10. Contribute to the planning, development and review of policies, guidelines and functions of the Social Work service.

11. Undertake all mandatory training required as an employee of the Agency.
12. Consistent with all relevant laws, legislation and Agency policies contribute to a safe environment for clients, staff and visitors.
13. Participate in supervision, peer review and continuing professional development as required with the North West Social Work service.
14. Provide supervision to social work students and other social workers within the Agency as required.
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:

Reports directly to the Director of Nursing - West Coast for all administrative, operational and clinical matters, with professional guidance and support. Supervised practice will be provided through the North West Social Work service.

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.

The Senior Community Health Social Worker will be responsible for:

- Meeting regularly with the Director of Nursing to discuss current case load and issues pertaining to the planning and delivery of social work services
- Developing 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.
- 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 Ethics contravenes the State Service Principles, State Service Code of Conduct or other Agency policies and procedures.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

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

Selection Criteria:

1. Experience as a practising social worker, together with highly developed knowledge and skills in the provision of social work psychosocial assessment and interventions such as therapeutic counselling, therapeutic group work, care planning and referral, preferably in a rural setting.
2. 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.
3. 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.
4. Extensive experience in working collaboratively as part of a multi-disciplinary team as well as experience working with initiative and with minimal supervision.
5. High level knowledge in, and commitment to, quality improvement, ethical practice and ongoing professional development activities.
6. Proven ability to work collaboratively as part of an interdisciplinary team and be adaptable and flexible in a challenging, complex and changing health service environment.

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](#).