

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Social Worker - CMHT
Eligibility	Open to Everyone
Job Number	716054
Applications Closing Date	3 April 2020
Region / Division	Flinders and Upper North Local Health Network
Health Service	Whyalla Community Mental Health (MH) Team
Location	Whyalla
Classification	AHP2
Job Status	This is a Full-time vacancy, working 37.5 hours per fortnight Ongoing; and temporary vacancy working 37.5 hours per fortnight, up to 2/5/2020.
Total Indicative Remuneration	\$92,017 - \$106,446 p.a.

Contact Details

Full name	Jo-anne Drummond
Phone number	0455 079 852
Email address	joanne.drummond@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

POSITION DESCRIPTION

Job Title	Social Worker	Classification	AHP2	Position Number	Click here to enter text
Region	Select Local Health Network Local Health Network (LHN)	Term	Temporary	Position Created	January 2016
Area	Flinders and Upper North Whyalla Community Mental Health (MH) Team	FTE	1 FTE	Last Updated	October 2019
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NPC – Supervised contact with vulnerable groups <input type="checkbox"/> NPC – No contact with vulnerable groups			
Immunisation Risk Category:		<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal consumer contact)			
<p>Broad Purpose of the Position</p> <p>The Social Worker applies clinical experience, increasing clinical knowledge (generalist and/or specialist) and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the consumers of the services of the Local Health Network (LHN) Mental Health (MH) service and the local community.</p> <p>The Social Worker works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multidisciplinary team, including health professionals and service providers from other sectors, the Social Worker utilises a combination of preventative, early intervention, therapeutic or intervention and evaluation approaches including individual and family therapeutic approaches and group programs.</p>					
<p>Qualifications</p> <p>Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the Australian Association of Social Workers (AASW). Must have participated on ongoing professional development in line with AASW guidelines.</p> <p>Must be able to demonstrate AHP2 level competencies for appointment at this level.</p>					
<p>Handling of Official Information</p> <p>By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential consumer information other than in connection with the performance by them of their duties and/or as authorised.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.</p>					
<p>White Ribbon</p> <p>SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA</p>					

POSITION DESCRIPTION

Health regarding acceptable workplace behaviour.

Cultural Statement

SA Health welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Health is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Participation in an on call after hour's roster, flexibility and some out of hours work may be required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Will be required to comply with the requirements of the LHN Procedure for Credentialing Allied Health and Scientific Health Professionals.
- May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which may be subject to change, commensurate with other management / project / education / research responsibilities.
- Must be willing to undertake mandatory Management of Actual and Potential Aggression

Key Relationships

- Reports operationally to the Select Position through to the Select Position for operational and administrative matters.
- Works under the clinical supervision, advice and support of the Advanced Clinical Lead, Social Work or Clinical Senior Social Worker in accordance with the LHN's *Allied Health Clinical Supervision Framework*.
- May contribute to the supervision of less experienced Social Work professionals, para-professional staff and students, under direction from the Clinical Senior Social Worker or Advanced Clinical Lead, Social Work.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community.
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Supports and works collaboratively with less experienced members of the Social Work profession including graduates and students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

POSITION DESCRIPTION

<p>training.</p> <ul style="list-style-type: none"> Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. Select LHN MH embraces the principles of positive psychology and aims to be a flourishing MHS that impacts meaningfully and positively on the communities it serves. To this end, Select LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman-Adelaide Thinker in Residence Program, for our staff, consumers and partners. 		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to consumer groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> Continues to maintain and develop the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context; Contributes to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible mental health consumers; Makes a contribution, in accordance with experience, skills and knowledge, to professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health team/unit; Applies clinical skills to a broad scope of practice, delivering services which promote self-determination and connectedness, and are appropriate to the local rural context; Applies social work knowledge, skills and values in facilitating change and recovery with consumers and their families, supporters and communities; Coordinates an increasingly complex mental health Social Work caseload and supports other team members in managing the demands of the service; Evaluates and reflects on own practice and effectiveness as a practitioner within the process of the work and with professional supervisor; and Contributes to the improvements in health outcomes by applying mental health care principles to the development and delivery of services to consumers.
2. Personal and Professional Development	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Specialists, Profession Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> In accordance with the LHN's Allied Health Clinical Supervision Framework, actively engages in and develops a formal clinical supervision agreement with the Clinical Senior Social Worker and Advanced Clinical Lead, Social Work; Takes responsibility for attendance, preparation of agenda and formal reporting to ensure requirements for ongoing registration

POSITION DESCRIPTION

	<p>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study);</p> <p>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills;</p> <p>c. Utilising the support of mentors and peers;</p> <p>d. Actively participating in the Annual Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor; and</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</p> <p>2.3 May be required to provide clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers / supervised staff to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing).</p>	<p>and credentialing of the LHN's Allied Health Clinical Supervision Framework are met;</p> <ul style="list-style-type: none"> ▪ Actively participates within the regional LHN's Social Work Professional Network and regional LHN MH service professional development activities where these are offered; ▪ Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Social Work profession through participation in continuing education and staff development both within and outside the organisation; ▪ Actively shares and seeks out knowledge relevant to mental health practice and shares knowledge from professional development workshops conferences with staff from the Social Work discipline and members of regional LHN MH service; ▪ Contributes to the supervision of students on clinical placement within the Social Work profession; ▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/ or recommended by the direct line manager or clinical supervisor and ▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within the regional LHN MH service and SA Health;
<p>3 Consumer / Customer Service</p>	<p>3.1 Treat all consumers with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply consumer-centred practice and community engagement principles in development and delivery of services, ensuring consumers are meaningfully involved in all aspects of their care.</p>	<p>The incumbent supports consumers / carers / families across the consumer journey by:</p> <ul style="list-style-type: none"> ▪ Collaborating with consumers to set, implement and develop ways to review their own goals; ▪ Planning and facilitating transitions between levels of service with the consumer, family / carer, community mental health team and other services; ▪ Applies knowledge of the relevant standards, acts and guidelines to enable high standards of service that are least restrictive and consumer centred. ▪ Working with consumers to identify areas where advocacy may be required and support or directly advocate, empowering the consumer where possible and/or acting on their behalf in their interests; ▪ Developing clear bio-psycho-social formulations and plans and carrying through on these plans with direct work, appropriate referral and consumer and family collaboration; ▪ Acting to protect the rights and safety of consumers in the least restrictive manner, in balance with the rights and safety of other parties such as children of the consumer; ▪ Collaborating, mediating, providing counselling and referral as

POSITION DESCRIPTION

		<p>appropriate in the development or strengthening of existing support networks, including carers and family, friends, local communities and other service providers in consultation with relevant health professionals;</p> <ul style="list-style-type: none"> ▪ Gaining and maintaining knowledge of local resources in order to ensure that the consumer has access the range of services and activities that exist in the area; ▪ Collaborating with the team and other agencies to advocate for individual consumers and groups of consumers whose needs are not adequately met in the local area; ▪ Working collegially with Aboriginal Cultural Support Workers to support practice that is culturally safe and aware, when required; and ▪ Providing services that are relevant to the needs of consumers and enable them to make decisions concerning their health in culturally appropriate ways.
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk and Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Maintains professional documentation and contributes to the development of consumer care plans; ▪ From the Social Work professional perspective, writes clear, detailed and comprehensive reports appropriately documenting clinical opinion and recommendations. ▪ Contributes to the review, development and adaptation of clinical and administrative resources to support continuing practice Improvement (CPI) initiatives; ▪ Participates in all auditing and evaluation (internal and external) procedures and recommendations; ▪ Maintain appropriate statistics and records in accordance with the LHN and SA Health requirements; ▪ Contributes to a range of health promotions programs within MH service and ▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across regional LHNs, to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of regional LHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Works as a member of the multi-disciplinary team with clinical and administrative duties; ▪ Actively participates in regular team meetings, and in a duty roster system for intake of referrals; ▪ From the Social Work professional stream, contributes actively and constructively to consumer care planning by offering a discipline perspective;

POSITION DESCRIPTION

	<p>to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including consumers, the community, team members, management and other stakeholders.</p> <p>5.5 Work in accordance with the LHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs; ▪ Allocates and coordinates the delivery of individual psychosocial support packages; ▪ Participates as a member of the Social Work professional group in the local region and across regional LHN MH services; and ▪ Actively participates in MH service wide and local staff forums as required. 	
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet Service / Accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek consumer feedback on services and respond proactively to consumer complaints and feedback. As required, contribute to investigations of consumer complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Contributes to the ongoing review, development and evaluation and implementation of high quality and effective mental health services; ▪ Contributes to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies; ▪ In collaboration with the Manager/Team Leader, develops reports, submissions and proposals as required; and ▪ Contributes to local quality improvement activities and the Accreditation process. 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Social Worker	Classification	AHP2
Region	Select Local Health Network Local Health Network (LHN)	Term	Select Term
Area	Select Area Select Local Team Select Service Type	FTE	Click here to enter text

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees.
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement);
 - Outline of your reasons for applying for the position; and
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages.

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements.</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts; ▪ Previous involvement in service development, including research and evaluation; ▪ Change management and project management skills / experience; and ▪ Competency in applying primary health care principles. c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> ▪ Creativity, adaptability, resourcefulness, prioritisation and problem solving skills.
2. Personal and professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others e.g. <i>relevant</i> additional professional development or qualifications. b) Information about your leadership / management style and experience.
3. Consumer / Customer Service	a) Knowledge of and commitment to the LHN's services, priorities and strategic directions. b) Examples that demonstrate skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development. b) Outline your communication, team work and problem solving skills, with examples.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research.