

POSITION DESCRIPTION

OFFICIAL

Yorke & Northern Local
Health Network Inc



Government of South Australia
SA Health

Job Title	Social Worker	Classification	AHP2	Position Number	P24325
LHN	Yorke & Northern Local Health Network Inc	Term	Ongoing	Position Created	January 2016
Area	Yorke Peninsula – Mental Health Team	FTE	1	Last Updated	January 2023
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input type="checkbox"/> NDIS Worker Screening		<input checked="" type="checkbox"/> DHS Working with Children Check (WWCC)	
Immunisation Risk Category:		<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)			

Broad Purpose of the Position

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.

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.

Qualifications

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.

Must be able to demonstrate AHP2 level competencies for appointment at this level.

Handling of Official Information

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 patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

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.

White Ribbon

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 Health regarding acceptable workplace behaviour.

Cultural Statement

Yorke & Northern Local Health Network Inc welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

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Special Conditions		Key Relationships	
<ul style="list-style-type: none"> ▪ A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required. ▪ 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 National Police Certificate (NPC). ▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. ▪ 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 (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups. ▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit. ▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue. ▪ WWCCs must be renewed every 5 years thereafter from date of issue. ▪ Will be required to comply with the requirements of the Yorke & Northern Local Health Network Inc Procedure for Credentialling Allied Health and Scientific Health Professionals ▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. 		<ul style="list-style-type: none"> ▪ 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 <i>Allied Health Clinical Supervision Framework</i>. ▪ 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. 	
Key Result Areas	Generic Requirements	Specific or Local Requirements	
1. Technical Skills and Application	<ol style="list-style-type: none"> 1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills. 1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession. 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. 1.4 Manage and prioritise personal workload and support others in developing workload management plans, including in the allocation of team resources 	<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 	



		<p>services which promote self-determination and connectedness, and are appropriate to the local rural context;</p> <ul style="list-style-type: none"> ▪ 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.
<p>2. Personal and Professional Development</p>	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills c. Utilising the support of mentors and peers d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff <p>2.3 May be required to contribute to 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 to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<p>The incumbent</p> <ul style="list-style-type: none"> ▪ Receive clinical direction, advice, mentorship and support from Clinical Senior Social Worker and Advanced Clinical Lead ▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your TEAM LEADER, develop a formal Clinical Supervision arrangement with suitably skilled and experienced PROFESSIONAL. Fulfill all obligations under this agreement and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within this LHN, the Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the Yorke & Northern Local Health Network Inc PROFESSION Network ▪ Provide clinical support to less experienced professional staff in the REGION / TEAM ▪ Contribute to the supervision of PROFESSION students on clinical placement
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p>	<p>The incumbent supports consumers / carers / families across the consumer journey by:</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 client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</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 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; ▪ 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.
<p>4 Administration and Documentation</p>	<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>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

	<p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</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>appropriately documenting clinical opinion and recommendations.</p> <ul style="list-style-type: none"> ▪ 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 <p>Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.</p>
<p>5 Teamwork and Communication</p>	<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 Yorke & Northern Local Health Network Inc; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of this Local Health Network's 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 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 clients, the community, team members, management, and other stakeholders</p> <p>5.5 Work in accordance with SA Health and Yorke & Northern Local Health Network Inc's vision, mission, strategic priorities and values</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; ▪ 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 <p>Actively participates in MH service wide and local staff forums as required.</p>
<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 client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</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;

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	<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>	<ul style="list-style-type: none"> ▪ In collaboration with the Manager/Team Leader, develops reports, submissions and proposals as required; and <p>Contributes to local quality improvement activities and the Accreditation process.</p>
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p> <p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Social Worker	Classification	AHP2
LHN	Yorke & Northern Local Health Network Inc	Term	Ongoing
Area	Yorke Peninsula Mental Health Team	FTE	1

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
 - 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 & evaluation ▪ Change management & project management skills / experience ▪ 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, prioritization & problem solving skills
2. Personal & 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 <u>your leadership / management style and experience</u>
3. Client / Customer Service	a) Knowledge of and commitment to Yorke & Northern Local Health Network Inc services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & 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, teamwork 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