



## ROLE DESCRIPTION

<b>Role Title:</b>	Youth Health Worker
<b>Classification Code:</b>	AHP2
<b>LHN/HN/SAAS/DHA:</b>	Women's and Children's Health Network (WCHN)
<b>Hospital/ Service/Cluster:</b>	Women's and Children's Hospital (WCH)
<b>Division:</b>	Youth and Women's Safety & Wellbeing Division (YWSWD)
<b>Department/Section/Unit/Ward:</b>	Metropolitan Youth Health (MYH)
<b>Role reports to:</b>	Team Leader
<b>Role Created/Reviewed Date:</b>	March 2023
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check – Vulnerable Unsupervised
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > Engagement of young people who are disadvantaged and/or vulnerable to access and navigate through specialised primary health care services.
- > Development and delivery of quality outcomes for clients through the provision of youth health care services within a case management framework, aligned to the Metropolitan Youth Health Model of Care.
- > Improved service access and outcomes for young people through working in partnership with young people and their families and in collaboration with other health professionals and government and community agencies.
- > Continuous service improvement through research, evaluation and the development of, policies, procedures and practice standards for the organisation.
- > Provision of quality supervision and professional development to team members.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

#### Internal

- > Reports to Team Leader.
- > Member of a multi-disciplinary team.

#### External

- > Works collaboratively with external agencies providing services to young people as required.
- > Involves young people, their families and communities in service planning, implementation and evaluation.

### Challenges associated with Role:

Major challenges associated with the role include:

- > Keeping professionally up to date with research and contemporary social work approaches and the practical application within multiple complex situations, including diverse cultural backgrounds and expectations of clients.
- > Contributing to the viability of youth primary health care services within a changing environment and improve integration across the continuum of care through participating in strengthening innovation and service coordination.
- > Improving health service access for young people who are Aboriginal and/or Torres Strait Islander, under the Guardianship of the Minister, in the Youth Justice Training Centre, and other priority population groups of young people who experience vulnerabilities.

**Delegations:**

> Nil

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & 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.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA).
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**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.

**Special Conditions:**

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the data of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > All professional officers work in accordance with legislative and professional requirements, Professional Practice Standards and Code of Ethics consistent with area of practice, related to governance arrangements for their specific discipline.
- > Professional Practice Standards and Code of Ethics consistent with area of practice, related to
- > Whilst the position will be assigned to a primary MYH site, the delivery of WCHN, MYH services will require work across all sites to be responsive to client needs and to ensure service responsiveness.
- > Must possess current driver's licence and be able to drive.
- > Some out of hours work, including weekends may be required.
- > Intra and interstate travel may be required.

**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 always 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.

**Zero Tolerance to Racism:**

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: **Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.**

## Key Result Area and Responsibilities

The major responsibilities include the following listed below but should not be viewed as exhaustive.

Key Result Areas	Major Responsibilities
<p><b>High quality health care services are provided at sites and via outreach to identified service population groups</b></p>	<ul style="list-style-type: none"> <li>&gt; Provide and document a high standard of multidisciplinary health care services including intake and assessment; supported referral and follow-up; and psychosocial support through the application of professional standards and adherence to policies, protocols and procedures and in line with the WCHN's Model of Care for vulnerable young people.</li> <li>&gt; Facilitate the access of vulnerable young people to relevant primary health care solutions.</li> <li>&gt; Use knowledge, evidence and experience to achieve agreed patient care outcomes in the areas of health assessment, planning, implementation and co-ordination of service delivery options</li> <li>&gt; Develop client &amp; interagency partnerships and discipline specific networks, to coordinate service options for young people to build their capacity to manage their own health care support and achieve quality outcomes.</li> <li>&gt; Case management services are delivered and documented and as a result young people are engaging in their health care management.</li> <li>&gt; Identify, plan and coordinate the delivery of projects/programs that provide a forum for young people to discuss issues relating to their health/pregnancy /parenting and improve their ability to self-manage these issues.</li> <li>&gt; Undertake data collection, analysis, evaluation and contribute to the reporting on clinical service delivery and development.</li> <li>&gt; Identify opportunities for improvement in the provision of professional services to support and assist adolescent &amp; young adult development.</li> </ul>
<p><b>Professional/clinical supervision and development is provided to staff and students. Includes individual professional development.</b></p>	<ul style="list-style-type: none"> <li>&gt; Provide professional/clinical supervision and support to students and other appropriate MYH staff to ensure high level of service delivery and case management in accordance to relevant policies, practices and procedures.</li> <li>&gt; Contribute to professional research and participate in the provision of professional/technical in-house education programs to staff and students.</li> <li>&gt; Maintain a commitment to increasing individual professional development and continue to acquire complex practice expertise.</li> <li>&gt; Attain professional competencies to a standard agreed with management and as designated by the service professional registration body.</li> </ul>
<p><b>Young people, their families and communities are involved in service provision.</b></p>	<ul style="list-style-type: none"> <li>&gt; Consult with consumers/clients and other Youth Services staff to identify projects/programs that promote Metropolitan Youth Health in line with the Model of Care, ensuring best practice excellence</li> <li>&gt; Work collaboratively with clients in the development and delivery of their individual case management/care plans.</li> <li>&gt; Actively contribute to consultation processes and client service delivery audits to facilitate efficient resource management for priority populations.</li> </ul>
<p><b>Quality management and assurance, risk management activities and the ongoing improvement of systems, services and work practices are maintained.</b></p>	<ul style="list-style-type: none"> <li>&gt; Continuously review existing processes/practices and promote acceptance of change to improve service delivery and outcomes.</li> <li>&gt; Contribute to the development and implementation of practice guidelines, protocols/audits, quality indicators and service planning as part of quality improvement processes.</li> <li>&gt; Ensure all service practices, for which you have responsibility, are assessed for risk and a management strategy is in place.</li> </ul>

<p><b>A positive culture and safe work environment is encouraged and fostered.</b></p>	<ul style="list-style-type: none"> <li>&gt; Ensure, support and foster a positive work culture, customer focussed service and safe work environment which is based on SA Health's Values and the Public Sector's Code of Ethics.</li> <li>&gt; Actively support and contribute to change management processes to enhance an integrated team approach which is highly responsive to the needs of young people, their family and communities.</li> <li>&gt; Ensure communication processes and related training provides staff with appropriate and effective skills to deal with challenging behaviours and the resolution of conflicts.</li> </ul>
<p><b>Culturally sensitive services are delivered.</b></p>	<ul style="list-style-type: none"> <li>&gt; Ensure and promote access and equity of services for all clients/stakeholders from culturally and linguistically diverse backgrounds.</li> <li>&gt; Model behaviours and attitudes that are culturally sensitive in all interactions with staff/clients/stakeholders.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

- > Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

#### **Personal Abilities/Aptitudes/Skills:**

- > Advanced interpersonal and communication skills, including the ability to foster productive working relationships across disciplines, manage conflict and to contribute positively in a multi-disciplinary team environment.
- > Highly developed ability to communicate effectively both verbally and in writing with people from a broad range of backgrounds.
- > Ability to critically analyse and respond to the changing needs of the clients and the organisation.
- > Lead collaborative work activities, prioritise workloads and meet set timelines, whilst working under minimal supervision.
- > Demonstrated ability to develop and deliver training and development programs.
- > Capacity to lead and develop ongoing quality improvement activities with other staff.

#### **Experience:**

- > Provision of a high standard of assessment, case planning and health care services within a case management approach to young people with complex needs. Health care services include engagement, psychosocial support, referral and advocacy, and follow-up.
- > Planning, facilitation, evaluation and delivery of group based projects for young people who present with complex issues.
- > Contributing to improvements in health related work practices and methodologies that enhance the client's journey.
- > Supervising, mentoring and supporting other staff and/or students on placement.

#### **Knowledge:**

- > Knowledge of Metropolitan Youth Health targeted population groups, relevant psychosocial support and group work models and practices within a primary health care framework.
- > Knowledge of adolescent psycho-social development, mental health and youth health issues
- > Knowledge of the obligations relating to mandatory notifications, information sharing guidelines consumer rights and responsibilities, and duty of care.
- > Knowledge of the social determinants of health for young people under guardianship of the Minister and from Aboriginal and Torres Strait Islander backgrounds and their application to the provision of accessible and appropriate health services for young people.
- > Knowledge of the obligations relating to :
  - o Young People under the Guardianship of the Minister
  - o Mandatory Notifications
  - o Consumer rights and responsibilities

### DESIRABLE CHARACTERISTICS

#### **Educational/Vocational Qualifications:**

- > Additional or higher degree qualifications in social and health sciences or public health/primary health care.

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated ability to develop networks and pathways with young people who have been under guardianship of the Minister or are from Aboriginal and Torres Strait Islander backgrounds and their communities and organisations.

#### **Experience:**

- > Experience in a youth primary health care setting.

#### **Knowledge:**

- > Demonstrated knowledge of systems theory, including working with young people in a family context.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) promotes, maintains and restores the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services.
- Primary health care and population health programs.
- Integrated community care services.
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- Education and training programs.
- Research.

Community Health Division provides specialist health care services and programs in the areas of youth health, women's health and safety, rape and sexual assault, child protection. Services are based on an understanding that the everyday circumstances of life, including trauma and adversity, impact on health and wellbeing. Services are planned to improve population health and provided based on primary health care principles of participation, comprehensiveness, equity, cultural accountability, sustainability, effectiveness and community accountability. The Division provides metropolitan services for vulnerable young people and women, metro and country services in child protection and state wide services in sexual assault.

The Metropolitan Youth Health aims to provide an accessible, responsive and quality community based health service to Guardianship of the Minister, Aboriginal and vulnerable young people. It is a health care service that aims to improve health outcomes for these populations and build their capacity to manage their own health care, whilst exemplifying best practice.

The Metropolitan Youth Health provides specialised, evidenced-based and accessible primary health care services to improve health outcomes for populations of young people aged 12 to 25 years, including those who are Aboriginal and/or Torres Strait Islander, under the Guardianship of the Minister, in the Youth Justice Training Centre, and the priority population groups of young people who experience vulnerabilities.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**



## Women's & Children's Health Network

### Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

#### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

#### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

#### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

#### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

#### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

#### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

#### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

#### Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

## Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

## Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

**Mission** To improve the health and wellbeing of families and communities by providing integrated care and support

**Vision** To be a leading and respected health network for women, babies, children, young people and their families

**Values** Compassion, Respect, Equity, Accountability, Together for Excellence

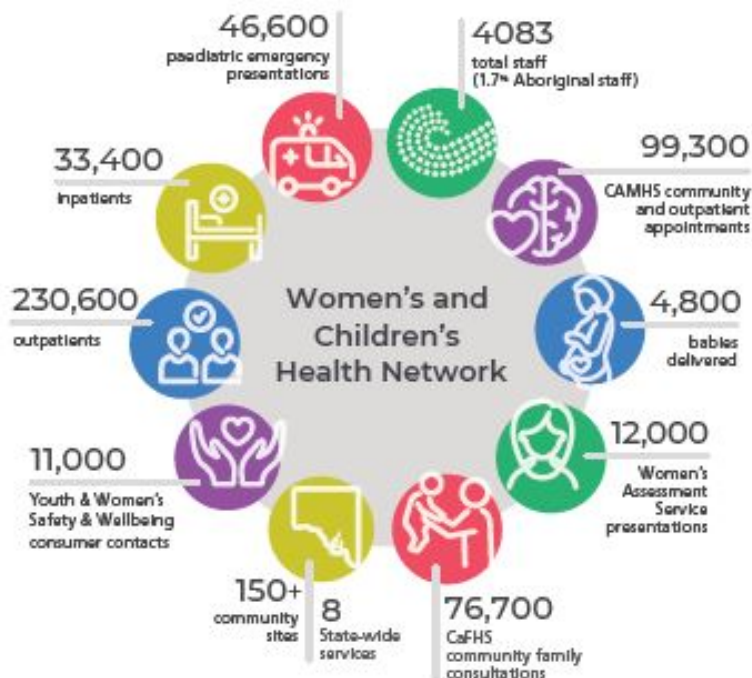
**Our Story** starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

**Our Way** is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy