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SA Health Job Pack

Job Title	Senior Social Worker
Job Number	633269
Applications Closing Date	24/11/17
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital
Location	Woodville
Classification	AHP-3
Job Status	Permanent part-time working 45 hours per fortnight
Indicative Total Remuneration*	\$102,482/\$109,204

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:

- Child Related Employment Screening - **DCSI**
- 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.

Contact Details

Full name	Antonia McGrath
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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



ROLE DESCRIPTION

Role Title:	Senior Social Worker		
Classification Code:	AHP3	Position Number	
LHN:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Allied Health / Complex Medicine		
Department:	Day Rehabilitation Service (DRS) / Rehabilitation in the Home (RITH)		
Role reports to:	Senior Manager DRS & Senior Manager RITH		
Role Created/ Reviewed Date:	January 2017		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role

This role assists with the delivery of a high quality ambulatory rehabilitation service for CALHN serviced by the Royal Adelaide Hospital, Queen Elizabeth Hospital, Hampstead Rehabilitation Centre consistent with the Transforming Health plan.

The AHP 3 Senior Social Worker provides services as a member of the inter-disciplinary ambulatory, rehabilitation team. In this role, the Social Worker works in collaboration with other members of the team to effectively plan and provide therapeutic interventions based on client goals and provides services which support early supported discharge and hospital avoidance strategies within CALHN. This role promotes client centred practice within the ambulatory services and leads and incorporates evidence based service delivery into daily practice. This position will deliver services to a complex client group including individuals with a diagnosis of stroke, amputation, orthopaedic conditions or surgery, brain or spinal cord injury or other conditions resulting in functional decline, as well as supporting other team members in the management of client complexity. The Senior Social Worker informs and advocates on a wide range of issues as they pertain to their particular client group. The Social Worker provides support, consultation and supervision to allied health staff and students, and clinical leadership of the team and Social Work service to ensure effective teamwork and provision of a high quality service. This position will lead activities which support client flow and service efficiency and quality and acts as a key member of the ambulatory rehabilitation clinical leadership team.

Key Relationships/ Interactions

Internal

- Operationally reports to the Senior Manager for the service
- Professionally reports to the Director Social Work, CALHN.
- Medical, nursing and other allied health members of the rehabilitation team
- Social Workers of the service and other members of the discipline across CALHN
- Staff and all members of the rehabilitation and broader health care team, including General Practitioners and relevant community care providers
- Will be required to supervise Social Workers, allied health assistants and students in the provision of clinical care to clients in Ambulatory Rehabilitation.

External

- Clients and their carers attending ambulatory rehabilitation

<ul style="list-style-type: none"> • Relevant government and non-government organisations as required, in order to meet the needs of the client group. • Referring bodies • External service providers and community organisations to support client transitions to the community. • Aligned services in rehabilitation and acute settings across the continuum of care
<p>Challenges associated with Role</p>
<ul style="list-style-type: none"> • Management of clients with complex health and psychosocial presentations. • Transition planning in complex clinical situations • Working within a fast paced service and dynamic health environment. • Ability to adapt to change • Working autonomously without direct professional supervision
<p>Delegations</p>
<p>Delegated Level: N/A</p>
<p>Staff supervised: Direct 2 Indirect 4</p>
<p>Resilience</p>
<p>SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.</p>
<p>Performance Development</p>
<p>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.</p>
<p>General Requirements</p>
<p>Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. • <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. • Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia 2014</i>. • Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). • <i>Children's Protection Act 1993 (Cth)</i> – 'Notification of Abuse or Neglect'. • Disability Discrimination. • Code of Fair Information Practice. • Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, 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. • Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

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 client 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 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 *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- 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.
- Participation in rehabilitation clinical rotation roster across CALHN sites may be required.
- Flexible working hours can be negotiated dependent on service requirements and some out of hours work may be required.
- May be required to work on weekends as part of a 7 day roster.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- Will be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.

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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide specialised Social Work services to a complex client group in Ambulatory Rehabilitation to maximise rehabilitation by:	<ul style="list-style-type: none"> • applying advanced professional knowledge and skills to provide Social Work assessments, make interpretations of assessment findings to formulate and implement Social Work intervention plans in collaboration with clients, carers and other clinicians • Operate with a high level of professional independence, managing non-routine, complex clinical situations, i.e. requiring advanced problem solving, professional decision making and practice skills • leading intake and triage activities to maximise client throughput to support early supported discharge functions • recording timely information regarding assessments and interventions in the client's medical records • Leading multidisciplinary clinical activities such as ward rounds, team huddles and clinical meetings • delegating appropriate tasks to allied health assistants and ensuring that delegated tasks are performed safely and effectively • incorporating relevant evidence and/or accepted best practice in the selection and application of Social Work methods and techniques across the Social work team • providing education and training to clients and carers as appropriate
Provide clinical leadership to support the delivery of Ambulatory services and team functions by:	<ul style="list-style-type: none"> • using well developed self-organisation, communication and team management skills to help deliver a consistent and reliable standard of service • leading and supporting the Senior Program Manager to deliver team based clinical and strategic planning activities to enhance the overall service provided to clients • ensuring that Social Work services are consistent with evidence based practice and meet the needs of clients, their families and carers by facilitating and contributing to the development, implementation and evaluation of consumer partnership processes. • represent the team on internal and external committees and working parties • documenting assessment findings and interventions in medical records • liaising with inpatient colleagues regarding the transition of clients into the service and ensuring clinical handover occurs in safe and effective manner • providing information and education to clients and/or relatives about level of functioning and ongoing management • linking clients and carers with relevant community resources and services • communicating regularly with the Director of Social Worker and the Senior Program Manager regarding issues relevant to Social Work services in the Ambulatory Rehabilitation Service
Lead and support quality assurance activities to develop services provided by Ambulatory Rehabilitation Services:	<ul style="list-style-type: none"> • maintaining a strong customer focus and commitment to continuous improvement • supporting and guiding other members of the team to deliver high quality clinical services • providing advice and a consultative service regarding Social Work and ambulatory rehabilitation to other team members, disciplines and

	<p>agencies</p> <ul style="list-style-type: none"> • leading and implementing planning and policy development for Social Work and ambulatory rehabilitation services • initiating and leading quality and service improvement activities within the team • educating staff and students from other disciplines • maintaining knowledge of the changing rehabilitation needs of the community, particularly those with chronic and complex conditions • continuously monitoring work practices and standards of the discipline to maintain them to a high level • providing orientation, training and supervision to staff and students • identifying and pursuing professional development needs, assist to identify and support the development of others and contribute to learning in the work area • contributing to and supporting the collection of required data to evaluate service effectiveness • developing, sharing and contributing to research and evaluation activities linked to the organisation's strategic direction • actively participating and developing in the professional development, clinical supervision and review processes • displaying a commitment to achieving and complying with National Safety & Quality Health Service Standards
<p>Actively contribute to the effective management of the Ambulatory Rehabilitation Service by:</p>	<ul style="list-style-type: none"> • Applying knowledge of CALHN strategic directions, health unit operations, service delivery and workforce issues, and very high level professional skills • assisting with monitoring the levels and types of Social Work services required by the Ambulatory Rehabilitation Service • prioritising clinical demands and cases, incorporating risk management and resource allocation principles • maintaining and collating relevant work statistics and ensuring that the Social Work team provides accurate and timely data • Works to meet local KPI's and service targets and implement into practice at a unit / service /program level • developing and maintaining relevant procedures in conjunction with the Senior Program Manager • recommending procurement requirements including purchase, ordering and maintenance of equipment and supplies for the Social Work Service within Ambulatory Rehabilitation • Providing advice to management on professional service development, practice and redesign, in response to demand and client needs and profession specific protocols and practices
<p>Contribute to the provision of a safe, healthy and equitable work environment by:</p>	<ul style="list-style-type: none"> • reporting all staff accidents, incidents and near misses • complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others • carrying out responsibilities as detailed in work, health, safety and injury management policies and procedures • maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment • respecting people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all members of the community • ensuring the risk assessments are undertaken and strategies are put in place to address any risk or hazard

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Degree or equivalent qualification in Social Work

Personal Abilities/Aptitudes/Skills

- Ability to apply advanced professional judgement and clinical skills, without onsite professional supervision, to the clinical management of clients of the Ambulatory Rehabilitation Service with significant levels of complexity
- Ability to implement client centred and evidence based practice in complex clinical situations
- Excellent written and verbal communication skills with the ability to provide timely, accurate, legible and complete clinical records and workload data.
- High level interpersonal, negotiating, counselling and problem solving skills with the ability to work effectively in a variety of teams and interact with clients, family and carers and other health professionals in a tactful, sensitive and ethical manner.
- High levels of reliability, responsibility and organisational skills including the ability to set priorities for self and others, organise activities, delegate appropriately and achieve timely outcomes in a range of clinical and non-clinical situations.
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Ability to lead and make positive contributions towards improving service quality in line with organisational goals.
- Ability to demonstrate the use of outcome measures to evaluate efficacy of treatments
- Demonstrated flexibility and ability to adapt to changing service provision needs.

Experience

- An experienced clinician in the assessment and provision of high quality team based intensive rehabilitation to clients with a variety of neurological, orthopaedic or other complex health conditions, including the management of clients with complex psychosocial presentations. E.g. Extensive experience in working with adults in a multidisciplinary or interdisciplinary setting – particularly in relevant specialist clinical area(s).
- Experience in establishing and maintaining high standards of Social Work in rehabilitation.
- Experience in the supervision of staff, students and/or assistants.
- Experience in planning, implementing and evaluating service improvements, quality activities or research
- Experience in managing complex clinical situations with reduced professional supervision.
- Proven experience in basic computing skills, including email and word processing to facilitate effective use of Electronic Patient Administrative System (EPAS)

Knowledge

- Evidence based knowledge of best practice in management of clients relevant to Ambulatory Rehabilitation
- Knowledge of rehabilitation principles and service delivery
- Understanding of the wider health system environment in which the Ambulatory Rehabilitation Service operates and relevant Transforming Health and aged care reforms.
- The incumbent must be familiar with and adhere to relevant state government legislation such as Equal Opportunity Act 1984, Occupational Health Safety and Welfare Act 1986, and Workers Rehabilitation and Compensation Act 1986.
- Understanding of Quality Management principles and procedures
- Awareness of National Safety and Quality Health Service Standard

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Training or postgraduate qualifications in relevant clinical or non- clinical area

Personal Abilities/Aptitudes/Skills

- Demonstrated interest in developing leadership and management skills especially in regard to implementing quality activities and contributing to service development and research

Experience

- Experience in home and/ or centre based rehabilitation
- Experience with Tele-health

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - Knowledge of research methodologies and clinical evaluation processes (in particular outcome measurement, analysis and reporting).
 - Knowledge of local and state-wide services and resources relevant to the target population
 - Knowledge of technology to provide innovative and evidence based rehabilitation
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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 Ageing and the Minister for Mental Health and Substance Abuse.

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.

Central Adelaide Local Health Network

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Central Adelaide Rehabilitation Service

Ambulatory Services in Central Adelaide Local Health Network sit under the Central Adelaide Rehabilitation Service (CARS) which is made up of acute and subacute inpatient services, early supported discharge homes based rehabilitation (Rehabilitation in the Home) and centre based rehabilitation (Day Rehabilitation Services).

Ambulatory Rehabilitation Services allow people to receive rehabilitation services in the community. Ambulatory rehabilitation services treat people with a range of conditions, some highly complex (e.g. hip fracture, amputation, acquired brain injury, spinal cord injury, stroke, multiple sclerosis, cancer, frailty, Hospital acquired Disability) to maximise recovery after a recent health event or injury and promote recovery and return to community participation. Ambulatory Rehabilitation Services can be delivered in a person's own home or a centre based environment or a combination of the two by a specialist rehabilitation team.

Rehabilitation teams consist of medical, nursing and allied health professionals delivering programs based on the Australasian Faculty of Rehabilitation Guidelines. <https://www.racp.edu.au/docs/default-source/advocacy-library/ambulatory-standards.pdf>.

The use of new technologies such as tablets for telerehabilitation are promoted to allow more people to access to specialist medical and therapy interventions and reduce the need for clients to travel. In South Australia, Ambulatory Rehabilitation services support early hospital discharge and hospital avoidance strategies. A small number of highly specialised clinics for people with disabilities are aligned with these ambulatory rehabilitation services and may include complex health assessments, spasticity clinics, stroke review, and paediatric transition clinics.

Carer training and a client centred approach are cornerstones of ambulatory rehabilitation services.

Rehabilitation in the Home (RITH) provides rehabilitation services to client in their own homes with a focus of supporting early discharge strategies from acute and sub-acute facilities. Short term intensive rehabilitation services are provided by an inter-disciplinary rehabilitation team. Where appropriate, clients may be transitioned to community services or another longer term rehabilitation service. An important transition service for RITH clients is the Day Rehabilitation Service.

The Day Rehabilitation Service (DRS) provides inter / multi-disciplinary rehabilitation services for clients who have complex health presentations in a mainly centre based setting with some home and community rehabilitation also available. The DRS provides rehabilitation to clients who have finished their inpatient hospital episode, including RITH. The DRS also provides services to people within the community who have significant and complex care needs and require a team based rehabilitation service or may be at risk of hospitalisation due to a functional decline.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:	