



SA Health Job Pack

Job Title	Casual Social Worker - CALHN Mental Health
Job Number	613660
Applications Closing Date	30 November 2018
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health Services
Location	Glenside
Classification	AHP1 / AHP2
Job Status	Casual up to 30 Nov 2018
Indicative Total Remuneration*	\$30.68 / \$46.02 p/hour + 25% casual loading

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 <u>www.sahealth.sa.gov.au/careers</u> - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Sandra Matta, Principal Social Worker, CALHN Mental Health		
Phone number	0422004584		
Email address	Sandra.Matta@sa.gov.au		



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



Government of South Australia

SA Health

JOB AND PERSON SPECIFICATION

Title Position:		Social W	orker	Organisation:	Department of Health & Ageing
Classification	Code:	AHP2		Division:	Central Adelaide Local Health Network
				Directorate:	Mental Health Directorate
				Area:	Central
Discipline Code:				Sector/Unit:	
Type of Appointment:				Position Number:	
	Ongo	ing		Position Created:	
	Temp	orary			
Х	Other		CASUAL Term		

Job & Person Specification Approval

CE or delegate

___/___/____

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

Mental Health Services in the Local Health Network (LHN) consists of a range of multidisciplinary teams, providing acute, community and rehabilitation services across adult and older persons' service teams. Teams deliver recovery-focussed clinical services to consumers. The severity of the consumer's mental illness and/or disability warrants regular review and follow-up to strengthen personal resilience and enable community tenure to be sustainable.

Working as a part of the integrated multi-disciplinary team of community mental health service, the Social Worker undertakes care coordination and is responsible for the delivery of a range of other clinical activities, including care planning, clinical review, psychosocial assessment and mental health assessments as pertaining within the Clinical Business Rules. The range of recovery-focused services may include a combination of specialist Social Work assessments and interventions, including specialist individual and family therapy, crisis management, advocacy and therapy program. The Social Worker will provide rehabilitation, emergency assessment, crisis intervention, assertive care and clinical support as required.

The Social Worker works collaboratively with consumers, families/carers with the aim of maximising their wellbeing, assisting them to stabilise their mental health, and building their capacity for self-management to enable the consumer to participate in a range of valued community activities, and facilitate improved functioning and community tenure. The Social Worker may liaise closely with a network of key stakeholders, including other mental health teams, primary care providers and other government and non-government organisations that support consumers with mental disorders.

This role may also provide opportunity for the Social Worker to participate in the evaluation of clinical services and undertake appropriate education and research activities.

- 2. **Reporting/Working Relationships** (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).
 - Accountable to the Team Manager for operational purposes.
 - Accountable to the Principal Social Worker for professional practice.
 - The Social Worker will receive professional clinical supervision from the Senior Social Worker.
 - Maintains close collaborative working relationships with the multi disciplinary team.
 - Builds and maintain relationships with other mental health teams and services, including primary health care to ensure an integrated service delivery.
 - Accepts direction from the Clinical Coordinator for clinical workflow.
 - Accepts direction from the Lead Clinician in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care.

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Review and Development process.
- May be required to work within other locations of Central Adelaide Local Health Network.
- Appointment is subject to a satisfactory Background Screening and National Criminal History Check, clearance to work with vulnerable adults, in child-related work and in the aged care sector, obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- Required to be credentialed in accordance with SA Health's credentialing framework for Allied Health Professionals and support its implementation.
- Some out of hours work may be required.
- May be required to participate on the on-call roster, will be required to undertake shift coordination and/or duty work.
- Must have a current driver's licence and be willing to drive.
- Support values consistent with the aims of the Region, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.

- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- 4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance continue on next page)

Contribute to the provision of high quality clinical services to consumers by:

- Undertaking a clinical caseload and providing individual Care Coordination to consumers with complex and specialised needs.
- Undertaking assessments and planning positive outcome-focussed interventions with each client within a caseload.
- Evaluating the progress made with each consumer, and when appropriate, facilitating "closure".
- Providing social work consultation and assistance to other members of the integrated mental health team to meet the mental health care needs of the consumers.
- Requesting the assistance of other disciplines when necessary, to contribute to the consumer's rehabilitation plan.
- Offering specialist group, or individual programs according to own knowledge base and individual skill, as determined by service/team requirements.
- Providing or arranging services which develop the consumer's skills of living, enhance capacity for independence and increase life skills;
- Developing, implementing and evaluating discipline specific programs utilising Social Work expertise.
- Working assertively with families and carers by:
 - ensuring that family and carer input is recognised and their needs addressed.
 - offering opportunities to be involved in program planning.
 - taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services.
- Undertaking team responsibilities such as a shift coordinator, rapid response worker and/or booked assessments as delegated.
- Participating in triage of referrals including obtaining information from referral sources and obtaining historical and collateral information.
- Ensuring practice is in accordance with the Mental Health Act 2009, the Guardianship and Administration Act, National Practice Standards for the Mental Health Workforce, National Mental Health Strategy and UN Principles on the Protection of People with a Mental Illness and improvement in mental health care, and professional discipline code of conduct.

Provide continuity of care and support for the consumer through mental health and wider health and social systems by:

- Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities.
- Linking with and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors.
- Advocating for and negotiating on behalf of the consumer with relevant groups/organisations.
- Communicating with other mental health professionals when consumers move across the Sector boundaries.

Working collaboratively with consumers and their families or carers by delivering intensive social work / clinical services that may involve:

- Developing, undertaking and evaluating specific therapeutic interventions eg family therapy, family mediation, crisis intervention, grief counselling and carer support.
- Developing and delivering therapeutic groups for consumers and families/carers.
- Disseminating information on rights, benefits and services as required.

Participate in community development and educational activities by:

- Responding to requests to provide mental health consultation/information.
- Initiating educational activities within the local community which raise awareness of the needs, treatment and other issues associated with mental illness.
- Liasing and collaborating with other agencies, health care professionals and service providers to determine how to best meet the needs of people who have a mental health problem and ensure best outcomes for consumers.
- Providing social work consultancy services to other government and non-government services.

- Jointly identifying early intervention strategies and negotiating agreed upon roles and responsibilities in regards to the consumer.
- Participating in the assessment of community needs and resources, to identify gaps in service provision and working in consultation with the team, stakeholders and others to strategically address these gaps.

Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:

- Assisting with the developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

Promote cooperation, teamwork and consumer involvement by:

- Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community.
- Participating in communication forums with staff, consumers, their families and carers.
- Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships.
- Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback.

Contribute to the achievement of professional social work expertise through the maintenance of ongoing personal professional development/continuing education by:

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area.
- Promoting social work philosophy, principles, ethics and values in all aspects of professional practice.
- Providing and modelling the delivery of social work recovery practice to address consumer issues.
- Actively participating in professional social work supervision.
- Reflecting critically on own professional practice.
- Provide support, supervision and training Social Work students and graduates.
- Participating as a member of the Social Work disciplinary group.
- Participate in Social Work projects.

Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Acknowledged by Occupant: ______ /__/

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications (include only those listed as an essential qualification for the specified classification group)

• Appropriate degree or equivalent qualification which gives eligibility for full membership with the Australian Association of Social Workers

Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment):

- Must be highly motivated and have the ability to engage with clients who have extremely high service needs.
- Ability to undertake a comprehensive biopsychosocial assessment, including mental state and risk assessments of consumers presenting with high or complex needs.
- Ability to work collaboratively with consumers, carers, other agencies and community services to develop care plans and co-ordinate comprehensive service provision for consumers who have enduring and complex needs.
- Skills in psychosocial rehabilitation, recovery practice and individualised program planning.
- Ability to use a range of therapeutic skills including counselling, individual and group work, relationship and family therapy, crisis intervention and brief therapy.
- Ability to work cohesively within a multidisciplinary team whilst maintaining a clear social work role and identity.
- Ability to act in an ethically appropriate manner
- Ability to work with a high level of autonomy direct supervision and exercise professional judgement in decision-making and clinical practice.
- Ability to effectively and efficiently manage time and other resources.
- Ability to effectively communicate in written and verbal form, with individuals and groups.
- Ability to evaluate social work outcomes.
- Commitment to engage in supervision and ongoing professional development.

Experience

- Sound experience working with mental health clients.
- Experience in development and maintenance of therapeutic working relationships with clients having enduring and severe disability and complex needs, their families and carers.
- Experience in collaborative development, implementation and monitoring of planned interventions for clients with complex living skill needs.
- Successful participation in a multidisciplinary team environment.

• Experience in computing, including email and word processing.

- A general knowledge of the comprehensive individualised needs of clients within the community setting.
- Knowledge of current psychiatric diagnostic and classification systems and assessment tools.
- Knowledge of the AASW Code of Ethics, Practice Standards for Mental Health Social Workers and supervision standards.
- Knowledge of a range of social work theories and techniques which may include strength-based interventions, counselling, crisis intervention, family therapy, group work and community interventions.
- Knowledge of principles and processes which support recovery from the consequences of mental illness.
- A general knowledge of relevant legislation including the South Australian Mental Health Act and the Guardianship and Administration Act.
- A general knowledge of community services and agencies.
- Knowledge of Occupational Health, Safety & and Welfare policies and procedures and their application in the workplace.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the position)

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- · Ability to provide professional clinical supervision to staff
- Evidence of advanced skills in a specialised area of mental health care.
- · Ability to carry out the basic methods of social research and evaluate social work intervention.

Experience

- Experience in clinical Care Coordination model.
- Experience in community development, health promotion and community education relating to mental health issues within the community.

- Knowledge of current psychiatric medications and management including indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge of community resources, formal and informal, relevant to those having enduring and severe mental disorder and disability.





JOB AND PERSON SPECIFICATION

Social Worker AHP1	Organisation: Division:	Department of Health & Ageing Central Adelaide Local Health Network
	Directorate:	Mental Health Directorate
	Area:	Central
	Sector/Unit:	
	Position Number:	
ing	Position Created:	
orary		
CASUAL Term		
	AHP1 ing porary	AHP1 Division: Directorate: Area: Sector/Unit: Position Number: Position Created: porary

Job & Person Specification Approval

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CE or delegate

JOB SPECIFICATION

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Working as a part of the integrated multi-disciplinary team of community mental health service, the Social Worker undertakes care coordination and is responsible for the delivery of a range of other clinical activities, including care planning, clinical review, psychosocial assessment and mental health assessments as pertaining within the Clinical Business Rules. The range of recovery-focused services may include a combination of specialist Social Work assessments and interventions, rehabilitation, emergency assessment, crisis intervention, assertive care and clinical support as required.

The Social Worker works collaboratively with consumers, families/carers with the aim of maximising wellbeing, assisting stabilisation of mental health, and building capacity for self-management to enable maintenance of community tenure. The Social Worker will liase closely with a network of stakeholders concerned with the delivery of services to mental health consumers.

2. **Reporting/Working Relationships** (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

- Accountable to the Team Manager for operational purposes.
- Accountable to the Principal Social Worker for professional practice.
- The Social Worker will receive professional clinical supervision from the Senior Social Worker.
- Maintains close collaborative working relationships with the multi disciplinary team.
- Build and maintain relationships with other mental health teams and services, including primary health care to ensure an integrated service delivery.
- Accepts direction from the Clinical Coordinator for clinical workflow.
- Accepts direction from the Lead Clinician in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Review and Development process.
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- May be required to participate on the on-call roster, will be required to undertake shift coordination and/or duty work.
- Must have a current driver's license and be willing to drive.
- Support values consistent with the aims of the Region, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- 4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance continue on next page)

Contribute to the provision of high quality clinical services to consumers by:

- Undertaking a clinical caseload and providing individual Care Coordination
- Undertaking assessments and planning positive outcome-focussed interventions with each client within a case load.
- Evaluating the progress made with each client, and when appropriate, facilitating "closure".
- Providing social work consultation and assistance to other members of the integrated mental health team to meet the mental health care needs of the consumers.
- Requesting the assistance of other disciplines when necessary, to contribute to the consumer's rehabilitation plan.
- Offering specialist group, or individual programs according to own knowledge base and individual skill, as determined by service/team requirements.
- Providing or arranging services which develop the consumers' skills of living, enhance capacity for independence and increase life skills;
- Assisting in the development, implementation and evaluation discipline specific programs utilising Social Work expertise.
- Working assertively with families and carers by:
 - ensuring that family and carer input is recognised and their needs addressed.
 - offering opportunities to be involved in program planning.
 - taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services.

- Undertaking team responsibilities such as a shift coordinator, rapid response worker and/or booked assessments as delegated.
- Participating in triage of referrals including obtaining information from referral sources and obtaining historical and collateral information.
- Ensuring practice is in accordance with the Mental Health Act 2009, the Guardianship and Administration Act, National Practice Standards for the Mental Health Workforce, National Mental Health Strategy and UN Principles on the Protection of People with a Mental Illness and improvement in mental health care, and professional discipline code of conduct.

Working collaboratively with consumers and their families or carers by delivering social work / clinical services that may involve:

- Applying and evaluating specific social work therapeutic interventions eg individual counselling, family therapy, crisis intervention, family and carer support
- With support, developing and delivering therapeutic groups for consumers and families/carers
- Undertaking health promotion activities eg developing and implementing educational services as required
- Disseminating information on rights, benefits and services as required
- Facilitating and maintaining linkages to appropriate community resources
- Providing community liaison and education to families, carers and the community about mental illness and recovery
- Advocating for and on behalf of consumers and groups
- Developing community networks which are responsive to the identified needs of consumers
- Working in conjunction with government and non-government agencies to effectively coordinate service provision.

Provide continuity of care and support for the consumer through mental health and wider health and social systems by:

- Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities.
- Linking and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors.
- Advocating for and negotiating on behalf of the consumer with relevant groups/organisations.
- Communicating with other mental health professionals when consumers move across the Sector boundaries.

Participate in community development and educational activities by:

- Responding to requests to provide mental health consultation/information.
- Initiating educational activities within the local community which raise awareness of the needs, treatment and other issues associated with mental illness.
- Liaising and collaborating with other agencies, health care professionals and service providers to determine how to best meet the needs of people who have a mental health problem and ensure best outcomes for clients.

Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:

- Assisting with the development and establishment of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

Promote cooperation, teamwork and consumer involvement by:

- Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community.
- Participating in communication forums with staff, consumers, their families and carers.
- Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships:
- Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback.
- Providing discipline specific expertise to assist in planning consumer programs. •

Contribute to the achievement of professional social work expertise through the maintenance of ongoing personal professional development/continuing education by:

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area.
- Promoting social work philosophy, principles, ethics and values in all aspects of professional practice. •
- Providing and modelling the delivery of social work recovery practice to address consumer issues.
- Actively participating in professional social work supervision. •
- Reflecting critically on own professional practice
- With experience, provide supervision and training for Social Work students
- Under direction, participate in Social Work projects
- Participating as a member of the Social Work disciplinary group.

Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Acknowledged by Occupant: _____ /__/___

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications (include only those listed as an essential qualification for the specified classification group)

• Appropriate degree or equivalent qualification which gives eligibility for full membership with the Australian Association of Social Workers

Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment):

- Must be highly motivated and have the ability to engage with consumers who have extremely high service needs.
- Ability to work collaboratively with consumers, carers, other agencies and community services to develop care plans and co-ordinate comprehensive service provision for consumers who have enduring and complex needs.
- Basic social work skills including psychosocial assessment, counselling, individual and group work, relationship and family therapy, crisis intervention and brief therapy.
- Skills in psychosocial rehabilitation practices and individualised program planning.
- Ability to work cohesively within a multi-disciplinary team.
- Ability to effectively and efficiently manage time and other resources.
- Ability to work without direct supervision and exercise professional judgement in decision-making.
- Ability to effectively communicate in written and verbal form, with individuals and groups.
- Ability to evaluate social work outcomes.
- Ability to act in an ethically appropriate manner.
- Commitment to engage in supervision and ongoing professional development.

Experience

- Experience in working with mental health consumers
- Experience in collaborative development, implementation and monitoring of planned interventions for consumers with complex needs.
- Experience in computing, including email and word processing.

- A general knowledge of the comprehensive individualised needs of clients within the community setting.
- Knowledge of the AASW Code of Ethics.
- Knowledge of a range of social work theories and techniques which may include strength-based interventions, counselling, crisis intervention, family therapy, group work and community interventions.
- A general knowledge of community services and agencies.
- Knowledge of service provision to people of culturally diverse backgrounds.
- A general knowledge of relevant legislation pertaining to social work including the South Australian Mental Health Act and the Guardianship and Administration Act.
- Knowledge of Occupational Health, Safety & and Welfare policies and procedures and their application in the workplace.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the position)

Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment):

- Ability to undertake a bio-psychosocial assessment, including mental state examination and risk assessment.
- Ability to plan and provide culturally and linguistically appropriate services to consumers, family and/or carers.
- Ability to work from a recovery framework with consumers, family and/or carers.

Experience

- Experience working with people who have a mental illness, their families and/or carers.
- Experience in clinical Care Coordination model.

- Knowledge of Practice Standards for Mental Health Social Workers.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge of current psychiatric diagnostic and classification system and assessment tools.
- A working knowledge and understanding of South Australian Mental Health Act and Guardianship and Administration Act.