SA Health Job Pack

Job Title	Clinical Senior Social Worker
Job Number	621678
Applications Closing Date	25 August 2017
Region / Division	Country Health SA Local Health Network
Health Service	Eyre & Far North Region
Location	Port Lincoln
Classification (i.e. RN2)	AHP3
Job Status - (F/T, P/T, hours negotiable)	P/T Temp
Indicative Total Remuneration*	$102,482 - $109,204 (pro rata)

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	Nicole Linsell
Title	Regional Community Health Team Leader
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Email address	nicole.linsell@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. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

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.

POSITION DESCRIPTION

Country Health SA
Local Health Network

Government of South Australia
SA Health

Job Title	Clinical Senior Social Worker	Classification	AHP3	Position Number	M31178
LHN	Country Health SA Local Health Network (CHSALHN)	Term	Contract to 30/12/2017	Position Created	
Area	Eyre & Far North Region	FTE	Part Time (0.8FTE)	Last Updated	30/3/2017

Criminal History Clearance Requirements: ☐ Child (DCSI) ☐ Aged (NPC) ☐ Vulnerable (NPC) ☐ General probity (NPC)

Broad Purpose of the Position

The Clinical Senior Social Worker is an experienced and highly competent clinician who delivers quality services and / or provides clinical / professional leadership to allied health professionals working in Eyre and Far North Rural Region of South Australia]. Responsible for contributing to improvements in the quality, safety and community needs-driven distribution of services within the Rural Region, the Senior Social Worker works with allied health staff, managers and other stakeholders on model of care and workforce development initiatives.

Qualifications

Must hold a recognised qualification within the Social Work profession, and be eligible for (full) membership of the Australian Association of Social Workers (AASW). For those professions requiring Registration all requirements to obtain and maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations' accredited continuing professional development program.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

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

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- *Prescribed Positions* under the *Children's Protection Act (1993)*

Key Relationships

- Reports to Regional Community Health Team Leader – Allied Health
- Expected to negotiate own formal clinical supervision arrangement, in accordance with the *CHSALHN Allied Health Clinical Support Framework*
- Ensures clinical supervision is accessible to all allied health professionals working within the Eyre & Far North Rural Region, including through the provision of clinical supervision to

must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI). ▪ *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care. ▪ *Prescribed Positions* will also require a NPC general probity clearance. ▪ Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue. ▪ Will be required to comply with the requirements of the CHSALHN Procedure for Credentialling Allied Health and Scientific Health Professionals ▪ May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which could be subject to change, commensurate with other management / project / education / research responsibilities	some / specify. ▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community ▪ Maintains cooperative and productive working relationships, including with the relevant Professional Association(s). ▪ Works closely with the Principal Allied Health Advisor and other allied health leaders and stakeholders within CHSALHN and South Australia. ▪ May be required to temporarily fulfill a higher position, appropriate to the skills and capacity of the incumbent

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Apply specialist professional expertise (including as a *Rural Generalist* or within a specific discipline specialty) in the provision of complex clinical and / or consultancy services across CHSALHN and / or within the relevant professional networks. 1.2 Operate with professional independence, clinical competence and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques. 1.3 Apply detailed knowledge of CHSALHN strategic directions, health unit operations, service delivery and workforce issues, and very high level professional skills to achieve responsibilities of a complex and varied nature. 1.4 Provide advice to management on professional service development, practice and redesign, in response to demand and client needs.	▪ Responsible to the Regional Community Health Team Leader – Allied Health for the provision of high quality Social Work services across the Eyre & Far North Region ▪ Provide leadership and advice to operational management in the development, maintenance and evaluation of Social Work services to ensure best practice outcomes. ▪ As an experienced member of the multi disciplinary team, contribute expertise to critical / complex cases and provide expert clinical consultancy, advice and support to colleagues as required. ▪ In collaboration with the Advanced Clinical Lead Social Worker and other Clinical Seniors, develop and monitor professional protocols and practices, to achieve region-wide quality and consistency where appropriate. ▪ Provide and promote Social Work assessment and interventions consistent with evidence based practice and health service priorities

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2. Personal and Professional Development	2.1 Work under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management / Executive on the effective allocation of resources in the delivery of services across CHSALHN. 2.2 Display a commitment to continuous personal and professional development by: a. Attending all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge b. Actively developing the professional skills and competencies in others, by contributing to or facilitation education and training activities and acting as a mentor and / or clinical supervisor to less experienced staff. c. Utilising the support of mentors and peers, and fostering strong relationships with Universities, Professional Associations and other key stakeholders. d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision. 2.3 Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between professionals across CHSALHN, through relevant Networks and other forums. 2.4 May have *managerial responsibilities*, being responsible for: a. Leadership, guidance and / or line management of a multi-disciplinary or specialist team within the REGION, or across CHSALHN and / or a professional network. b. Attainment of Team or REGION operational goals & objectives, and the facilitation and application of human resource management principles including performance management and development. 2.5 May have *Senior Clinical Educator and / or Senior Researcher responsibilities*, including: a. the coordination of clinical placements for a profession across CHSALHN or multiple professions within a RURAL REGION; b. contribution to clinical education within CHSALHN or in partnership with Universities; c. conducting research and / or quality evaluation within a cluster, whole of CHSALHN or within the professional network	▪ Required to hold a portfolio on behalf of Country Health SA Local Health Network and to develop, nurture and promote increased expertise and service improvements in this area ▪ In collaboration with operational Managers, provide clinical and professional leadership and support to Social Workers in Eyre, Flinders & Far North Region – Region 5 , by: ▪ providing direct clinical supervision to some less experienced clinicians under formal arrangement in accordance with the CHSALHN Allied Health Clinical Support Framework. ▪ providing profession-specific clinical input into the Performance Review and Development (PR&D) of clinically supervised staff, Classification and Peer Assessment Panels, Recruitment, Credentialling, and other HR processes as required. ▪ Working in partnership with private providers in the area, and assist the Advanced Clinical Lead to supporting compliance with service contracts (if relevant) ▪ As a member of the CHSALHN Social Workers Network, identify the professional development needs of Social Workers, and play a leadership role in addressing expressed needs. ▪ Liaise with Universities to promote rural and remote Social Work practice, and facilitate successful Clinical Placements in CHSALHN. ▪ Coordinate and contribute to the clinical education and supervision of Social Work students ▪ Contribute Social Work expertise to the development and delivery of education and training programs for clients, staff and other service providers ▪ Contribute to clinical research and undertake quality evaluation of effective Social Work practice ▪]
3 Client / Customer	3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of CHSALHN services. 3.2 Promote cultural safety by valuing and promoting the cultural needs of local	▪ Consult and engage with consumers, carers and service providers to identify needs, and ensure needs of high risk / minority groups are considered in the

	Service	communities and providing advice on service or system-level changes required at the CHSALHN level to meet these needs. 3.3 As a clinical / professional leader, contribute to improvement the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services.	development of services ▪ Ensure that Social Work services are consistent with evidence based practice and primary health care principles, and meet the needs of clients, their families and carers by facilitating and contributing to the development, implementation and evaluation of consumer partnership processes
4	Administration and Documentation	4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 4.2 Proactively question existing practices and use of CHSALHN resources, and support clinicians to pursue appropriate alternatives where necessary 4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making 4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role 4.6 May be required to initiate and manage programs and / or projects which may include management of a multi-professional project team.	▪ Ensure collection of client activity data and other relevant information to inform service planning and development ▪ Establish, monitor and evaluate systems for supporting professional standards and practice. ▪ In collaboration with the Advanced Clinical Leads and other Clinical Seniors, develop appropriate clinical and administrative resources to support effective practice and services across CHSALHN
5	Teamwork and Communication	5.1 Contribute to CHSALHN-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence. 5.2 Promote intra-disciplinary collaboration between clinicians across CHSALHN and the development of inter-professional and across-sector partnerships to improve the quality, safety and integration of services. 5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change. 5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within CHSALHN and with external agencies. 5.5 Provide clinical leadership in the application of CHSALHN strategic directions, values and priorities within the relevant discipline and / or specialty area(s).	▪ Play a leadership role in the CHSALHN Social Workers Network, and attend regular meetings, usually by teleconference. ▪ Support the Advanced Clinical Lead in the development of quality Social Work services and workforce across CHSALHN ▪ Develop and maintain strong intra- and inter-professional networks and links with other service providers to ensure sharing of information, effective use of resources, integration of services and collaboration on joint-solutions where practical ▪ Represent CHSALHN Social Work in relevant forums
6	Continuous Improvement	6.1 Play a leadership role in the ongoing evaluation and continuous improvement of CHSALHN services, including an emphasis on workforce development, risk management, clinical supervision and support. 6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions 6.3 Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to services at a CHSALHN level. 6.4 Contribute to service development through profession-specific, multi-	▪ Contribute to or lead the evaluation of Social Work and Allied Health Services ▪ Monitor emerging trends, identify clinical risks and opportunities for improvement, and work with Regional Community Health Team Leaders, other Clinical Seniors and the Advanced Clinical Leads to design and implement improvements. ▪ Respond to requests for input into client complaints in a timely way and contribute to the development of Ministerial Briefings as required

	professional and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management / Executive decision making. 6.5 Complying with the Code of Ethics for Public Sector Employees.		▪ Contribute to workforce and service development across CHSALHN, including by supporting the Advanced Clinical Lead in providing advice to the Principal Allied Health Advisor and other Executive as required [ADD DETAILS ▪
Approved by Authorised Officer	…… / /	**Accepted by Incumbent**	…….. / /

APPLICANT GUIDELINES

Country Health SA

Government of South Australia
SA Health

Job Title	Clinical Senior Social Worker	Classification	AHP3
LHN	Country Health South Australia	Term	Contract to 30/12/2017
Area	Eyre & Far North Region	FTE	Part Time 0.8FTE

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

(1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees

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

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

Key Result Area	**Selection Criteria** *(suggestions of information to include in your application)*
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – *refer to page 1 for minimum qualification requirements* b) Extensive professional experience, across a broad range of clinical practice areas: ▪ Outline scope and nature of previous professional practice experiences, including rural / remote experience and any specialty areas ▪ Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students ▪ Previous leadership experience in service development, research & evaluation ▪ Project management skills and experience ▪ Examples of how you have applied primary health care principles to the development and reorientation of services c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: ▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (eg: additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations.
3. Client / Customer Service	a) Detailed knowledge of and commitment to SA Health / CHSALHN values, strategic directions & priorities. b) Extensive experience & skills in community engagement, client/family-centred practice and cultural competency – and examples of how you have supported others to develop and apply these skills.
4. Administration & Documentation	a) Highlight relevant skills, experience and training – including those related to data management, budget management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.