HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Social Worker
Position Number:	Generic
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Team Leader
Effective Date:	August 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements) **Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Social Worker will:

- Undertake the delivery of quality care to clients of the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service based on best practice principles and within a collaborative and multi-disciplinary framework.
- Provide a specialist assessment and treatment service to clients of Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service and their families or carers.
- Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

Duties:

1. Ensure the delivery of a comprehensive clinical service through the provision of assessment, case management and individual therapies, including specialised therapies for clients and their families or carers.
2. Provision of evidence-based assessment and treatment interventions for clients with major and complex mental health problems, including the development and implementation of specialised treatment programs.
3. Function as an active member of a multidisciplinary team including the provision of support and consultation to other team members as required.
4. Preparation of specialised reports as required.
5. Consultation and liaison with the broader health system including GP's, other Agencies and families and carers to optimise service effectiveness and efficiency and continuity of care.
6. Actively participate in quality and safety processes at the team level, including incident reporting and evaluation, approved research, internal audits and policy and procedure review.
7. Undertake continuing professional development including participation in formal clinical supervision and peer review.
8. Supervision of students and less experienced Mental Health Services clinical staff as required.
9. Undertake the responsibilities of an Authorised Officer under the *Mental Health Act 2013*.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Individually accountable for the provision of specialised clinical services and a professional standard of care.
- Broad administrative and overall clinical direction from the relevant Team Leader.
- Clinical and professional accountability to the Head of Discipline through the relevant Discipline Senior.
- Professional supervision provided or approved by the Head of Discipline or delegate.
- Responsible for developing individual awareness of all policies, procedures and legislation affecting the duties of this position. This includes statements of consumer rights and responsibilities adopted by the service, and a general awareness of legislation, including Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
    a. crimes of violence
    b. sex related offences
    c. serious drug offences
    d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Minimum of two years post graduate employment in a clinical area directly applicable to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area.
2. Demonstrated clinical knowledge and understanding of mental health in relation to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area including the ability to provide appropriate assessment of mental health problems.
3. Demonstrated expertise in the theoretical and practical application of a range of therapeutic interventions relevant to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area with the ability to acquire further expertise into the future.
4. Experience and demonstrated knowledge and skills in relation to liaison and consultation with other services and agencies in the context of optimising effective and efficient service provision, advice and training and continuity of care.
5. Well-developed written and verbal communication skills, including the capacity to effectively function in a multidisciplinary environment.
6. Demonstrated commitment to develop and participate in ongoing quality assurance activities, research and student education.
7. An understanding of relevant legislation and professional practice standards including Work Health and Safety Legislation, Workplace Diversity Guidelines, the Mental Health Act and Discipline Codes of Ethics and Professional Practice.
8. Demonstrated understanding of and personal commitment to the principles of clinical supervision.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the Consumer and Community Engagement Principles.