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SA Health Job Pack

| | |
|---------------------------|---|
| Job Title | Social Worker |
| Job Number | 677322 |
| Applications Closing Date | 31 December 2019 |
| Region / Division | Southern Adelaide Local Health Network |
| Health Service | Flinders Medical Centre – Allied Health |
| Location | Bedford Park |
| Classification | AHP1 |
| Job Status | Casual |
| Salary | \$32.21 - \$39.34 p/hr + 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 www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

| | |
|---------------|---|
| Full name | Lisa Gilbert/ Carol Coard |
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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



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

| | |
|---|--|
| Role Title: | Social Worker |
| Classification Code: | AHP1 |
| Position Number | M54697 |
| LHN/ HN/ SAAS/ DHA: | SOUTHERN ADELAIDE LOCAL HEALTH NETWORK |
| Hospital/ Service/ Cluster | Flinders Medical Centre |
| Division: | Allied Health |
| Department/Section / Unit/ Ward: | Social Work and Counselling Services |
| Role reports to: | Reports to the Manager of Social Work and Counselling Services with regard to professional and clinical service issues. |
| Role Created/ Reviewed Date: | June 2016 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |
| Immunisation Risk Category: | <input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact) |

Job Specification

Primary Objective(s) of role:

The Social Worker operates under limited supervision in a specialist professional capacity in an interdisciplinary team. The incumbent is responsible to the Manager of the Social Work and Counselling Service for the delivery of high quality services to patients on acute wards.

Service provision includes assessment, consultation, intervention and review, education, liaison with community agencies, organisation of appropriate resources and management of discharge.

The incumbent contributes to the Social Work and Counselling Service by initiating service improvement activities to ensure a quality social work service to designated clinical areas. Their work may include research and education of colleagues and other members of the inter-disciplinary team.

Direct Reports:

Supervisor Reports to: Manager of Social Work and Counselling Service;

Supervisor's Position: AHP2 Senior Social Worker

Subject Position: AHP1 Social Worker

Positions supervised:

Other Positions Reporting to the Supervisor: AHP1

Key Relationships/ Interactions:

Internal

- Operationally and professionally reports to Manager of Social Work and Counselling Service
- Supported by AHP2/3 Senior Social Worker/Supervisor
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

External

- Patients/carers/parents who are the research subjects;
- Relevant government and non-government organisations as required meeting the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- May be required to work within other locations of the Southern Adelaide Local Health Network (SALHN)
- Some out of hours work may be required, as well as extended hours, weekend and public holidays.

Delegations: (as defined in SALHN instruments of delegations)

(Levels/ limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

| | |
|-----------------|-----|
| Financial | N/A |
| Human Resources | N/A |
| Procurement | N/A |

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- 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 patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

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

Special Conditions:

- It is mandatory that no person, whether or not 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).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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. 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

“Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.”

“Commitment to achieving and complying with National Safety & Quality Health Service Standards.”

1. Provide a quality social work service to patients and their families in designated Clinical area (s) by;

- the provision of early assessment of the patient in the context multi-disciplinary team approach to care
- Developing, negotiating and delivering services that are relevant to the consumers psycho social needs
- Ensure active participation of patients and their families/ carers in their assessment and early discharge planning
- Prioritising work clinical work in line with social work, and hospital priorities

2. Contribute to the overall function of the designated ward/unit by;

- Developing collaborative relationships with the multi-disciplinary team
- Attending and contributing to multi-disciplinary team meetings
- Initiating, planning and participating in education programs designated for students, medical, nursing and other allied health staff promoting social work values and theories.
- Working within hospital policies and procedures, particularly in relation to the discharge of patients
- Participating in service improvement activities related to clinical area.

3. Contribute to Social Work and Counselling Service by;

- Attending staff meetings and other Allied Health forums as appropriate
- Contributing to service improvements
- Participating in research projects
- Contributing to department planning and policy development
- Participating in peer review and team building activities
- Maintaining records and data entry
- Contributing to the orientation of new staff
- A commitment to students and supervision of students
- Staffing rotations and flexibility with acute social work role

4. Maintain a high standard of professional competence by;

- Participating in formal supervision
- Contributing to internal staff development exercises
- Attending external courses and conferences relevant to clinical practice
- Participating in regular performance development activities

5. Contribute to a safe and healthy work environment

- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

6. Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills

Proven ability to

- communicate effectively both verbally and in writing
- use interpersonal skills to build therapeutic relationships with patients and families
- to work effectively in a multi –disciplinary team using negotiation skills and collaboration to ensure safe outcomes for patients and their families
- use social work skills to undertake psycho-social assessments and intervene with patients and their families to effect change
- advocate on behalf of patients and their families.
- work under pressure and meet deadlines and prioritise work appropriately
- contribute to staff development activities including service and policy development
- undertake and participate in service improvement activities
- use basic computing skills, including email and word processing

“Proven commitment to the principles and practise of:

- *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.”*
-

Experience

- Demonstrated experience working with individuals and families
 - Demonstrated experience in accessing community services and resources.
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Knowledge

- Knowledge of Social Work theories and methodologies
 - Knowledge of the Aged Care Sector and the lifestyle and health issues for the frail aged.
 - Knowledge of the role of the acute care hospital within the health care system in S.A.
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

Experience

- Social work experience in a hospital setting
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Knowledge of research techniques
 - Working knowledge of the roles of other Allied Health team members
 - Awareness of the Charter of Health and Community Services rights.
-

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

Other details

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, socio economic, 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.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

Values

SA Health Values

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

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

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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: