

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Social Worker
Position Number:	Generic
Classification:	Allied Health Professional Level 1 – 2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West – Launceston General Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Discipline Lead - Social Worker
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers</p> <p><i>*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.</i></p>

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:

Develop, provide and evaluate a social work service for patients of the Launceston General Hospital (LGH) and their families as part of a multidisciplinary team.

Duties:

1. Assess the need for, plan, provide and evaluate Social Work services for individual clients and client groups, as allocated.
2. Maintain and develop liaison with, and knowledge of, community agencies and resources.
3. Maintain and develop the quality of the Social Work services and contribute to quality improvement of program services.
4. Contribute to the planning, development and review of policies, guidelines and functions of the Social Work Department.
5. Maintain files and/or records for the purpose of ensuring the availability of information as required for reference, reports and/or compliance.
6. Undertake and contribute to teaching and research programs.
7. 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.
8. 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:

- Responsible for the planning, provision and evaluation of Social Work services as allocated and in consultation with the Discipline Lead - Social Work or delegate.
- Responsible for the provision of Social Work services in accordance with the Code of Ethics of the Australian Association of Social Workers.
- Direction and supervision from the Discipline Lead - Social Work or delegate.
- Expected to work with professional guidance/supervision in accordance with recommended standards for supervision as endorsed by the Australian Association of Social Workers.
- 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. Ability to apply fundamental principles and standards of professional social work practice in a hospital setting.
2. Ability to demonstrate developed clinical skills appropriate to social work practice in a hospital setting.
3. Ability to demonstrate enhanced problem-solving skills and an ability to organise and prioritise workload.
4. Ability to constructively work as a member of an interdisciplinary team.
5. An analytical ability to plan, evaluate and promote social work services.

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](#).