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SA Health Job Pack

Job Title	Social Worker
Eligibility	Open to Everyone
Job Number	688683
Applications Closing Date	26/4/19
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health Services
Location	Mile End
Classification	AHP-2
Job Status	Permanent full-time
Total Indicative Remuneration	\$90,046/\$104,475

Contact Details

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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.

Immunisation

Risk Category B (indirect contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

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



ROLE DESCRIPTION

Role Title:	Social Worker		
Classification Code:	AHP2	Position Number	M47830
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Mental Health Directorate (MHD)		
Division:	Western Mental Health Service		
Department/Section / Unit/ Ward:	Elpida House, Community Rehabilitation Centre (CRC)		
Role reports to:	Operationally to the Team Manager Professionally to the Principal Social Worker through the Senior Social Worker		
Role Created/ Reviewed Date:	10/04/2018		
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 (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Social Worker is responsible for the provision of quality, evidence based and outcome driven rehabilitation and recovery services for the residents (consumers) of the Elpida House Community Rehabilitation Centre (CRC). The Social Worker provides specialist assessment, therapeutic and family/carer services, clinical management and advocacy. The Social Worker liaises closely with key stakeholders, including other mental health teams, primary care providers and other government and non-government organisations that support consumers with mental disorders. The aim is to enable the consumer to participate in a range of valued community activities and facilitate improved functioning and community tenure.</p> <p>As a member of the multidisciplinary team, the Social Worker will work across a range of environments in the Mental Health Directorate and larger community to assist and support the development of the resident's rehabilitation in partnership with their existing formal and informal networks.</p> <p>The Social Worker will provide direct input and discipline specific expertise in the formulation of rehabilitation plans in collaboration with the resident, family/carer, care coordinator and other advocates as identified and required, in order to enhance and facilitate individualised rehabilitation and recovery within the CRC and wider community. The CRC Social Worker is responsible as an advanced practitioner to provide direction, supervision and support for Community Rehabilitation Workers (CRWs).</p> <p>This role may also provide opportunities for the Social Worker to participate in service improvement, evaluation of clinical services and undertake appropriate education and research activities.</p>
Direct Reports:

- Accountable to the Team Manager for operational purposes.
- The Social Worker is responsible to the Principal Social Worker through the Senior Social Worker for their professional practice and development and will participate in professional supervision with the Senior Social Worker.
- The Social Worker may be required to provide professional/clinical supervision to AHP1 Social Workers, undergraduate and post-graduate Social Work students and others, as delegated.

Key Relationships/ Interactions:

Internal

- > The Social Worker works in collaboration with other team members and fosters partnerships with other government organisations.
- > Develops collaborative working relationships with consumers, their families and carers.
- > Maintains a close collaborative relationship with the multi-disciplinary team.
- > Participates in peer supervision activities.
- > Responsible for the professional supervision of designated staff, students and operational supervision of non-clinical staff members.

External

- > Develops and maintains links with non-Government agencies at local, state and national levels, to ensure coordinated care and promoting community integration for people with mental disorders and/or mental health problems.
- > Liaises with residents, carers, family, community organisations, external service providers and contractors.
- > Participates in committees, working groups and community forums/activities as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Broad range of complex mental health clinical presentations to be assessed and addressed.
- High level of demand in the context of limited community resources.
- Transfer of care / discharge planning in complex clinical situations.

Delegations:

- > **Staff supervised:** As delegated
- > **Budget:**
 - Salaries and wages: None
 - Goods and services: None
- > **Delegations**
 - HR Delegation: None
 - Procurement Delegation: None
 - Financial Delegation: None

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 Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.

- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 by the Immunisation Guidelines 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.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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.

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 Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Performing rehabilitation-focused and discipline specific assessments and developing comprehensive rehabilitation and care plans which include:	<ul style="list-style-type: none"> • Undertaking responsibilities Social Work clinician, shift co-ordinator and team worker as delegated. • Participating in triage of referrals including obtaining information from referral sources and obtaining historical and collateral information. • Undertaking comprehensive biopsychosocial assessment including risk assessment and mental state examinations of residents of the service. • Participating in the development of rehabilitation and care plans for residents, with the aim of developing and enhancing engagement, self-management, independent living skills and community participation for independent living. • Offering specialist group or individual programs consistent with evidence-based practice, individual skill and service/team requirements. • Delivering non-discriminatory treatment and support. • Ensuring services are sensitive to the social and cultural values of the consumer, the consumer's family and carers. • Advocating on the behalf of residents, family and/or carers in order to access relevant community services. • Liaising with residents, care coordinators, families and/or carers and significant other formal and informal network members to enable transition of CRC plans to community living. • Directing referrals to others to other community mental health teams, health services and other community services as appropriate.
Working as an effective member of the multidisciplinary team by:	<ul style="list-style-type: none"> • Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships. • Providing sensitive professional feedback, whilst being receptive to and encouraging constructive feedback. • Developing and maintaining collaborative relationships within the multidisciplinary team to ensure effective care. • Participating in handovers, clinical reviews and resident review processes. • Providing Social Work expertise to the team's assessment, rehabilitation planning and implementation processes. • Providing professional advice and consultative services to other team members. • Providing modelling and support to team members to integrate the recovery framework and psychosocial approaches into practice. • Participating in the review of the team's aims, objectives and policies and contributes towards their attainment. • Supporting the development of others and contributing to staff development and learning in the workplace. • Working with other team members to resolve conflict situations.
Contribute to the safety and quality management system and continuous improvement by:	<ul style="list-style-type: none"> • Participating in Directorate and Team planning activities as required. • Complying with standards of practice. • Participating in the organisation's accreditation process. • Achieving key performance indicators for critical activities, consistent with service priorities and quality improvement programs. • Participating in the evaluation of intervention outcomes, work practices and services. • Being involved in continuous quality improvement and other relevant research and evaluation activities to promote service development and quality improvement. • Maintaining accurate and timely clinical documents. • Providing required statistical information within prescribed time frame.

	<ul style="list-style-type: none"> • Contributing to the development and review of policies and guidelines. • Being involved in continuous quality improvement and relevant research and evaluation activities to promote service development and quality improvement.
Operating as an independent practitioner including:	<ul style="list-style-type: none"> • Working collaboratively with other multidisciplinary team members, members of other mental health teams, relevant organisations and health professionals. • Training students and other team members as required. • Providing a consultation service to government and non-government agencies as requested.
Contribute to the achievement of professional Social Work expertise through the maintenance of ongoing personal professional development/continuing education by:	<ul style="list-style-type: none"> • 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. • Managing own professional development activities and portfolio. • Actively seeking and participating in professional Social Work supervision. • Reflecting critically on own professional practice. • Provide support, supervision and training to Social Workers (AHP1) and students. • Participating as a member of the Social Work disciplinary group. • Participating in Social Work projects.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

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 (related to 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 undertake a comprehensive biopsychosocial assessment, including mental state and risk assessments of consumers presenting with high or complex needs
 - > Ability to engage consumers to identify and focus on their rehabilitation needs
 - > Ability to devise and implement rehabilitation strategies using recovery principles and practices for people who have a mental illness
 - > Sound skills in individualised care planning and coordinating comprehensive service provision with people who have high or complex needs
 - > Demonstrated ability to provide relevant discipline specific assessments and individually tailored rehabilitation plans
 - > Ability to plan and provide culturally and linguistically appropriate services to consumers, family and/or carers
 - > Demonstrated skills in the application of a range of therapeutic interventions including strengths-based interventions, counselling, individual and group work, relationship and family therapy, brief therapy and crisis intervention.
 - > Ability to work with a high level of autonomy and exercise ethical professional judgement in decision making and clinical practice.
 - > Proven ability to work cohesively within a multidisciplinary team whilst maintaining a clear social work role and identity.
 - > Commitment to engage in professional supervision and ongoing professional development.
 - > Ability to effectively communicate in written and verbal forms with individuals and groups.
 - > Ability to support and supervise non-clinical staff
 - > Ability to effectively and efficiently manage time and other resources.
 - > Skills in negotiation and conflict resolution.
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Knowledge

- > Knowledge of the Code of Ethics, Practice Standards for Mental Health Allied Health Professionals and supervision standards.
 - > Knowledge of principles and processes which support recovery from the consequences of mental illness.
 - > Knowledge of current psychiatric diagnostic and classification systems and assessment tools.
 - > Knowledge of current psychiatric medications and management including indications, common dosages, side-effects, special precautions, drugs of abuse.
 - > A general knowledge of community services and agencies.
 - > Knowledge of Work, Health and Safety policies and procedures and their application in the workplace.
 - > Knowledge of relevant legislation pertaining to social work, mental health and EEO.
 - > Knowledge and understanding of the National and State Mental Health Plans and strategic directions.
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Experience (including community experience)

- > Experience working with people with mental illness, their families and carers.
- > Experience in collaborative development, implementation and monitoring of planned interventions for consumers with high or complex needs.
- > Experience in the development, application and review of rehabilitation plans.
- > Successful participation in a multidisciplinary team environment whilst maintaining a discipline specific role and identity.
- > Experience in computing, including e-mail and word processing.

DESIRABLE CHARACTERISTICS

Educational/Vocational

- > Relevant undergraduate or postgraduate qualifications (other than base grade qualification) specific to clinical practice in own discipline
-

Personal Abilities/Aptitude/Skills/Experience

- > Evidence of advanced skills in a specialised area of mental health
 - > Advanced negotiating skills in collaborative planning and implementation of rehabilitation interventions
 - > Ability to monitor and evaluate intervention outcomes of care plans
 - > Ability to provide professional social work supervision.
-

Knowledge

- > Understanding of quality management principles and procedures.
 - > Knowledge of research methods and sources of specialised professional knowledge
-

Experience

- > Group work experience
 - > Community development
-

Organisational Context

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, socioeconomic, 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The Mental Health Directorate works with youth, adults and older people and provides a stepped range of services encompassing emergency, acute inpatient, sub-acute, community and rehabilitation services. Multidisciplinary teams work within a recovery framework to address the needs of chronic and complex

mental health consumers, support family and carer relationships and build networks with primary and secondary care services to optimise the consumer's community tenure.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

Approvals

Role Description 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:** _____