

# i can

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## SA Health Job Pack

<b>Job Title</b>	Social Worker Casual
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	862097
<b>Applications Closing Date</b>	30 April 2025
<b>Region / Division</b>	Yorke and Northern Local Health Network
<b>Health Service</b>	Community Health
<b>Location</b>	Mid North – Port Pirie
<b>Classification</b>	AHP1 / AHP2
<b>Job Status</b>	Casual Contract – multiple opportunities
<b>Salary</b>	\$34.49 - \$42.10 per hour + 25% casual loading – AHP1 \$44.45 - \$51.49 per hour + 25% casual loading – AHP2

## Contact Details

<b>Full name</b>	Viv London
<b>Position</b>	Allied Health Team Leader
<b>Phone number</b>	8638 4494
<b>Email address</b>	<a href="mailto:Viv.London@sa.gov.au">Viv.London@sa.gov.au</a>

## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# POSITION DESCRIPTION



<b>Job Title</b>	Casual Social Worker	<b>Classification</b>	AHP1	<b>Position Number</b>	P23657
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual	<b>Position Created</b>	
<b>Area</b>	Community Health	<b>FTE</b>	Casual	<b>Last Updated</b>	01.07.22
<b>Criminal History Clearance Requirements:</b>		<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening			
<b>Immunisation Risk Category:</b>		<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)			

<p><b>Broad Purpose of the Position</b></p> <p>Under the direct supervision of an experienced Social Worker, the Casual Social Worker will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Social Worker works as a member of a multi- professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches</p>	
<p><b>Qualifications</b></p> <p>Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the relevant Professional Association.</p> <p>For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations accredited continuous professional development program.</p>	
<p><b>Handling of Official Information</b></p> <p>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.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>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.</p>	
<p><b>White Ribbon</b></p> <p>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.</p>	
<p><b>Cultural Statement</b></p> <p>Yorke &amp; Northern LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture</p>	
<p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>▪ A current driver’s license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.</li> <li>▪ Flexibility and some out of hours work may be required.</li> <li>▪ It is mandatory that no person, whether or not currently working in SA</li> </ul>	<p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>▪ Receives line supervision from Healthy Living Team Leader</li> <li>▪ Works under Clinical Supervision and direction from the Clinical Senior Social Worker, in accordance with the <i>Allied Health Clinical Support Framework</i>. Draws on multi-professional clinical networks for support in specialty areas of service delivery</li> </ul>

# POSITION DESCRIPTION



<p>Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).</p> <ul style="list-style-type: none"> <li>▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ 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 Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.</li> <li>▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.</li> <li>▪ WWCCs must be renewed every 5 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the Yorke &amp; Northern LHN Procedure for Credentialling Allied Health and Scientific Health Professionals</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>
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Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</p> <p>1.4 Manage and prioritise personal workload</p>	<ul style="list-style-type: none"> <li>▪ In collaboration with the Team Leader, contribute to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible clients/groups across the cluster</li> <li>▪ Contribute professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and Y&amp;NLHN</li> <li>▪ Apply clinical skills to a broad scope of practice, delivering services which promote self-care and personal responsibility, and are appropriate to the local rural context</li> <li>▪ Coordinate an increasing complex Social Work caseload and support other team members in managing the demands of the service</li> <li>▪ Contribute to improvements in health outcomes by applying Primary Health Care principles to the development and delivery of service.</li> <li>▪ Contribute to the provision of comprehensive services to clients that are inpatient by development and participation in clinical</li> </ul>

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		<p>programs, education, health promotion and quality improvement activities.</p> <ul style="list-style-type: none"> <li>Support other social worker positions as required by organisation</li> </ul>
2. Personal and Professional Development	<p>2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>Applying reflective practice skills</li> <li>Utilising the support of mentors and peers</li> <li>Actively participating in the professional development and review (PDR) process</li> </ol> <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</p>	<ul style="list-style-type: none"> <li>Receive clinical supervision, direction, advice, mentorship and support from the Clinical Senior Social Worker</li> <li>In collaboration with the Health Living Team Leader and Clinical Senior Social Worker, develop a formal Clinical Supervision agreement, fulfill all obligations under this agreement, and review it annually.</li> <li>Develop and maintain inter and intra-professional clinical networks within the Yorke &amp; Northern LHN, Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>Participate in the Y&amp;NLHN Social Work Network</li> <li>With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants.</li> </ul>
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>Maintain confidentiality at all times whilst respecting the values and wishes of clients</li> <li>Promote positive and harmonious relationships between clients, relatives and staff</li> <li>Target group identifies as hospital/inpatient and community generalist social work referrals</li> <li>Develop and apply increasing understanding of the needs of rural, culturally diverse and aboriginal communities.</li> <li>Ensure clients/customers receive appropriate social work services by applying cultural sensitivity, social justice, and community participation principles</li> <li>Support consumers through the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>Utilize and review service prioritization and eligibility criteria</li> <li>Act in a professional manner at all times when dealing with internal and external consumers,</li> </ul>

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		staff, peers &
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to undertake projects or assignments of limited scope and complexity or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> <li>▪ Clients referred for a service are to be responded to within 2 working days</li> <li>▪ Submit client data via CME at minimum monthly reporting intervals</li> <li>▪ Assisting the Healthy Living Team Leader in the development and management of the Social Work budget, including monitoring of expenditure and managing within the allocated funds.</li> <li>▪ Use all resources in a responsible, effective and cost efficient manner</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Social Work services, community health programs and projects</li> <li>▪ Utilize the Safety Learning System (SLS) to report patient risks, incidents and client</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution, and evidence-based nature of Yorke and Northern LHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, develop effective working relationships, and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and Yorke and Northern LHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying: <ul style="list-style-type: none"> <li>○ clinical skills within the scope of practice appropriate to the social work profession</li> <li>○ knowledge of social work, other professions and other services</li> <li>○ skills in communication, collaboration and partnership building</li> </ul> </li> <li>▪ Actively participate in team meetings and activities</li> <li>▪ Actively participate in Y&amp;NLHN wide and local site staff forums as required</li> <li>▪ Provide regular reports to the Healthy Living Team Leader regarding waiting lists, service issues, service planning and other relevant issues as required</li> <li>▪ Works as a member of the multi-disciplinary Community Care Team, based in Port Pirie</li> <li>▪ Attendance is expected at the Healthy Living Team Meeting as well as other meetings relevant to clinical</li> </ul>

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<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation, and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis, and the development of recommendations on basic operations.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Improvement activities and the Accreditation process.</li> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social Work services in Yorke &amp; Northern LHN</li> <li>▪ Contribute to the effective use of clinical resources, through optimizing the balance between direct service provision to individuals &amp; groups, preventative and health promotion activities and consultancy to external agencies.</li> <li>▪ In collaboration with the Healthy Living Team Leader, develop reports, submissions and proposals as required.</li> <li>▪ Identify own responsibilities with regard to working safely</li> <li>▪ Required to have a responsibility and obligation to comply with statutory and organizational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public by:             <ul style="list-style-type: none"> <li>○ complying with workplace policies and procedures</li> <li>○ participating in all activities associated with the management of workplace health &amp; safety</li> <li>○ identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace</li> <li>○ correctly utilizing appropriate personal protective equipment</li> </ul> </li> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social Work services in the Yorke &amp; Northern LHN</li> </ul>
<p><b>Approved by Authorised Officer</b></p>	<p>..... / /</p>	<p><b>Accepted by Incumbent</b></p> <p>..... / /</p>



# APPLICANT GUIDELINES

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<b>Job Title</b>	Casual Social Worker	<b>Classification</b>	AHP1
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual
<b>Area</b>	Community Health	<b>FTE</b>	Casual

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 like to include.
    - You do not need to address the selection criteria individually in your written application. These 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.

<b>Key Result Area</b>	<b>Selection Criteria</b> <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles</li> <li>▪ Previous involvement in service development (may include outcome measures, research &amp; evaluation)</li> <li>▪ Project management skills or knowledge of project management principles</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) Any experience in leadership and management - work or non-work roles
3. Client / Customer Service	a) Knowledge of Yorke & Northern LHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and teamwork skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement



# POSITION DESCRIPTION

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Yorke & Northern Local  
Health Network Inc



Government of South Australia  
SA Health

<b>Job Title</b>	Casual Social Worker	<b>Classification</b>	AHP2	<b>Position Number</b>	P23661
<b>LHN</b>	Yorke & Northern Local Health Network Inc	<b>Term</b>	Casual	<b>Position Created</b>	
<b>Area</b>	Community Health	<b>FTE</b>	No fixed hours	<b>Last Updated</b>	01.07.22
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening				
<b>Immunisation Risk Category:</b>	<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)				

## Broad Purpose of the Position

The Casual Social Worker applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The Social Worker works under reduced clinical direction and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Social Worker utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Must hold a recognised qualification within Social Work profession and be eligible for practicing membership of the relevant Professional Association. 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 association 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

Yorke & Northern Local Health Network Inc welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

OFFICIAL

<p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>▪ A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.</li> <li>▪ Flexibility and some out of hours work may be required.</li> <li>▪ 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 National Police Certificate (NPC).</li> <li>▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ 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 Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.</li> <li>▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.</li> <li>▪ WWCCs must be renewed every 5 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the Yorke &amp; Northern Local Health Network Inc Procedure for Credentialling Allied Health and Scientific Health Professionals</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>		<p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>▪ Receives line supervision from Healthy Living team Leader</li> <li>▪ Receives clinical supervision, advice, and support from an experienced Senior Allied Health Professional – AHP3 Clinical Senior Social Worker under formal arrangement in accordance with the Yorke &amp; Northern LHN Allied Health Clinical Support Framework.</li> <li>▪ May contribute to the supervision of less experienced professional officers, para-professional staff, and students, under direction from the Clinical Senior</li> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>
<p><b>Key Result Areas</b></p> <p>1. Technical Skills and Application</p>	<p><b>Generic Requirements</b></p> <p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal workload and support others in developing workload management plans, including in the allocation of team resources</p>	<p><b>Specific or Local Requirements</b></p> <ul style="list-style-type: none"> <li>▪ In collaboration with the Healthy Living Team Leader, contribute to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible clients/groups across the cluster</li> <li>▪ Contribute professional leadership in the application of clinical protocols and standards within the multi - disciplinary team and Yorke &amp; Northern LHN.</li> <li>▪ Apply clinical skills to a broad scope of practice, delivering services which promote self- care and personal responsibility , and are appropriate to the local rural context</li> <li>▪ Coordinate an increasing complex Social Work caseload and support other team members in managing the demands of the service</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Contribute to improvements in health outcomes by applying Primary Health Care principles to the development and delivery of service.</li> <li>▪ Contribute to the provision of comprehensive services to clients both inpatient and community by development and participation in clinical programs, education, health promotion and quality improvement activities.</li> </ul>
<p>2. Personal and Professional Development</p>	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> <li>c. Utilising the support of mentors and peers</li> <li>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 / clinical supervisor</li> <li>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</li> </ol> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<ul style="list-style-type: none"> <li>▪ Participate in ongoing personal and professional development through attendance at team meetings, in-service programs and network meetings</li> <li>▪ Receive clinical direction, advice, mentorship and support from Clinical Senior</li> <li>▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your Healthy Living Team Leader, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Social Worker. Fulfill all obligations under this agreement and review it annually.</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the Yorke &amp; Northern LHN, the Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>▪ Participate in the Yorke &amp; Northern Local Health Network Inc Social Work Network</li> <li>▪ Provide clinical support to less experienced professional staff in the Yorke &amp; Northern LHN</li> <li>▪ Contribute to the supervision of Social Work students on clinical placement</li> </ul>
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>▪ Maintain confidentiality at all times whilst respecting the values and wishes of clients</li> <li>▪ Promote positive and harmonious relationships between clients, relatives and staff</li> <li>▪ Target group identifies as hospital/inpatient and community generalist social work referrals</li> <li>▪ Develop and apply increasing understanding of the needs of rural, culturally diverse and aboriginal communities.</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Ensure clients/customers receive appropriate social work services by applying cultural sensitivity, social justice, and community participation principles</li> <li>▪ Support consumers through the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>▪ Utilize and review service prioritization and eligibility criteria</li> <li>▪ Act in a professional manner at all times when dealing with internal and external consumers, staff, peers &amp; colleagues</li> <li>▪ Specify the target group / clients in scope - may refer to service prioritization / eligibility criteria</li> <li>▪ Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> </ul>
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> <li>▪ Clients referred for a service are to be responded to within 2 working days</li> <li>▪ Submit client data via CME at minimum monthly reporting intervals</li> <li>▪ Assisting the Healthy Living Team Leader in the development and management of the Social Work budget, including monitoring of expenditure and managing within the allocated funds.</li> <li>▪ Use all resources in a responsible, effective and cost efficient manner</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Social Work services, community health programs and projects</li> <li>▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback</li> <li>▪ Specify any documentation or reporting requirements unique to the role</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Social Work services</li> <li>▪ Provide details of any specific projects in scope</li> </ul>

<p>5 Teamwork and Communication</p>	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across Yorke &amp; Northern Local Health Network Inc; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of this Local Health Network's services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork, and support others to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management, and other stakeholders</p> <p>5.5 Work in accordance with SA Health and Yorke &amp; Northern Local Health Network Inc's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying:             <ul style="list-style-type: none"> <li>○ clinical skills within the scope of practice appropriate to the social work profession</li> <li>○ knowledge of social work, other professions and other services</li> <li>○ skills in communication, collaboration and partnership building</li> </ul> </li> <li>▪ Actively participate in team meetings and activities</li> <li>▪ Actively participate in cluster wide and local site staff forums as required</li> <li>▪ Provide regular reports to the Healthy Living Team Leader regarding waiting lists, service issues, service planning and other relevant issues as required</li> <li>▪ Works as a member of the multi-disciplinary Healthy Living Team, based in Port Pirie</li> <li>▪ Attendance is expected at the Healthy Living Team Meeting as well as other meetings relevant to Social Work</li> </ul>
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends, and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Required to contribute to local quality improvement activities and the Accreditation process.</li> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social Work services in the Yorke &amp; Northern LHN</li> <li>▪ Contribute to the effective use of clinical resources, through optimizing the balance between direct service provision to individuals &amp; groups, preventative and health promotion activities and consultancy to external agencies.</li> <li>▪ In collaboration with the Healthy Living Team Leader, develop reports, submissions and proposals as required.</li> <li>▪ Identify own responsibilities with regard to working safely</li> <li>▪ Required to have a responsibility and obligation to comply with statutory and organizational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public by:             <ul style="list-style-type: none"> <li>○ complying with workplace policies and procedures</li> </ul> </li> </ul>

# POSITION DESCRIPTION

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		<ul style="list-style-type: none"> <li>○ participating in all activities associated with the management of workplace health &amp; safety</li> <li>○ identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace</li> <li>○ correctly utilizing appropriate personal protective equipment</li> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social Work services in the Yorke &amp; Northern LHN</li> </ul>
<p><b>Approved by Authorised Officer</b></p>	<p>..... / /</p>	<p><b>Accepted by Incumbent</b></p> <p>..... / /</p>

OFFICIAL



# APPLICANT GUIDELINES



<b>Job Title</b>	Casual Social Worker	<b>Classification</b>	AHP2
<b>LHN</b>	Yorke & Northern Local Health Network Inc	<b>Term</b>	
<b>Area</b>	Community Health	<b>FTE</b>	No fixed hours

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 type of information you may like 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
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts</li> <li>▪ Previous involvement in service development, including research &amp; evaluation</li> <li>▪ Change management &amp; project management skills / experience</li> <li>▪ Competency in applying primary health care principles</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> <li>▪ creativity, adaptability, resourcefulness, prioritization &amp; problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about <u>your leadership / management style and experience</u>
3. Client / Customer Service	a) Knowledge of and commitment to Yorke & Northern Local Health Network Inc services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, teamwork and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research