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SA Health Job Pack

Job Title	Generalist Social Work Candidate Pool – AHP1 / AHP2
Eligibility	Open to Everyone
Job Number	864910
Applications Closing Date	4 April 2025
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Country Health Connect
Location	Various Locations across the Region
Classification	AHP1 / AHP2
Job Status	Various Contracts
Salary	AHP1 \$67,466 - \$82,359 p.a. (pro rata) AHP2 \$86,950 - \$100,729 p.a. (pro rata)

Contact Details

Full name	Chrissy Eleftheriadis
Position	Senior Manager Social Work
Phone number	8580 2500
Email address	Christene.Eleftheriadis@sa.gov.au

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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct 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 A (direct 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

OFFICIAL

Riverland Mallee
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Job Title	Social Worker	Classification	AHP1	Position Number	P20436
LHN	Riverland Mallee Coorong Local Health Network (RMCLHN)	Term	12 months	Position Created	
Area	Country Health Connect	FTE	TBC	Last Updated	January 2024
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/>	DHS Working With Children Check (WWCC)		
		<input checked="" type="checkbox"/>	NDIS Worker Screening Check		
		<input checked="" type="checkbox"/>	NPC – Unsupervised contact with vulnerable groups		
Immunisation Risk Category:		<input checked="" type="checkbox"/>	Category A (direct contact with blood or body substances)		
		<input type="checkbox"/>	Category B (indirect contact with blood or body substances)		
		<input type="checkbox"/>	Category C (minimal patient contact)		

Broad Purpose of the Position

Under the direct supervision of an experienced Social Worker, the incumbent 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, therapy and evaluation approaches including individual therapy and group programs

Qualifications

Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the Australian Association of Social Workers (AASW). As a self-regulated profession, it is desirable to participate in the AASW Continuing Professional Education (CPE) Accreditation program.

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 CPD 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

RMCLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions

- 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.
- Flexibility and some out of hour's work may be required.
- *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 (DCSI).
- *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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- *Prescribed Positions* will also require a NPC general probity clearance.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- Will be required to comply with the requirements of the RMCLHN Procedure for Credentialling Allied Health and Scientific Health Professionals
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met

Key Relationships

- Receives line Management and direction from the Clinical Senior Social Worker and Senior Manager Social work.
- Works under Clinical Supervision and direction from a Senior Social Worker in accordance with the Allied Health Clinical Support Framework.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

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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"> ▪ Receives professional support from the AHP2/3 social workers ▪ In collaboration with the Clinical Senior Social Worker and Senior Manager Social Work, contribute to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible clients/group across the River Murray Mallee Coorong area. ▪ The position will be based in Riverland or Murray Bridge but will be required to travel within the River Murray Mallee Coorong region as required to ensure the delivery of high priority clinical services across a range of Community Health Programs. ▪ Supported to Appropriately prioritise referrals and then allocate time to the referred clients who meet the criteria for services in accordance with the Access Framework and specific Community Health program guidelines ▪ Apply clinical skills to a broad scope of practice, delivering services which promote wellness, reablement and empowerment appropriate to the local rural context. ▪ Ensure a high standard of service provision to clients with complex clinical problems by consulting with the Senior Social worker and other regional Social Workers as appropriate.
<p>2. Personal and Professional Development</p>	<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> <ul style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge b. Applying reflective practice skills c. Utilising the support of mentors and peers d. Actively participating in the professional development and review (PDR) process <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</p>	<ul style="list-style-type: none"> ▪ Receive clinical supervision, direction, advice, mentorship and support from an experienced Social Worker. ▪ In collaboration with a Senior Social Worker, develop a formal Clinical Supervision agreement, fulfil all obligations under this agreement, and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within the RMCLHN, and other regions, actively sharing and seeking out knowledge of effective practice ▪ Actively participate in the Social Work Networks.

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	<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"> ▪ Provide clinical support to less experienced professionals and support staff in the Team as required ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in social work
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of services across RMCLHN.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the RMCLHN level to meet these needs.</p> <p>3.3 As a clinical / professional, contribute to improving the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services.</p>	<ul style="list-style-type: none"> • Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs. • Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up. • Have an appreciation and understanding of the needs of rural, CALD, ATSI communities and display cultural sensitivity in the development and delivery of services
<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 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.4 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role 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"> ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support social work services, community health programs and projects across the region ▪ Maintains appropriate statistics and records in accordance with RMCLHN requirements. ▪ Use the Safety Learning System (SLS) to report patient clinical risks and incidents.
<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 RMCLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of RMCLHN 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 RMCLHN's vision, mission, strategic priorities and values</p>	<p>6 Contributes constructively and actively as a member of the multi-disciplinary team.</p> <p>7 Actively participates in team meetings, other relevant staff meetings and other relevant organisational meetings as required.</p> <p>8 Develop and maintain strong intra- and inter-professional networks and links with other services</p>

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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 6.2 professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services. 6.3 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 6.4 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Required to contribute to local quality improvement activities and the Accreditation process. ▪ Contribute to trends and opportunities for improvement, and work with Social Work Seniors and other stakeholders to design and implement improvements. 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Social Worker	Classification	AHP1
LHN	Riverland Mallee Coorong Local Health Network (RMCLHN)	Term	12 months
Area	Country Health Connect	FTE	1FTE

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.

Key Result Area	Selection Criteria (<i>suggestions of information to include in your application</i>)
1. Technical Skills and Application	<ol style="list-style-type: none"> 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"> ▪ Outline scope and nature of previous professional roles ▪ Previous involvement in service development (may include outcome measures, research & evaluation) ▪ Examples of competency in applying primary health care principles c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> ▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	<ol style="list-style-type: none"> 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) Demonstrated commitment to own professional development.
3. Client / Customer Service	<ol style="list-style-type: none"> a) Knowledge of RMCLHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centered practice and cultural competency c) Knowledge of requirements relating to client confidentiality and client rights.
4. Administration & Documentation	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

OFFICIAL

Riverland Mallee
Coorong Local
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Job Title	Regional Social Worker, Rural Generalist	Classification	AHP2	Position Number	P20431
LHN	Riverland Mallee Coorong Local Health Network (RMCLHN)	Term	12 months	Position Created	
Area	Country Health Connect	FTE	TBC	Last Updated	January 2024
Criminal History Clearance Requirements:					
	<input checked="" type="checkbox"/>	DHS Working With Children Check (WWCC)			
	<input checked="" type="checkbox"/>	NDIS Worker Screening Check			
	<input checked="" type="checkbox"/>	NPC – Unsupervised contact with vulnerable groups			
Immunisation Risk Category:					
	<input checked="" type="checkbox"/>	Category A			
	<input type="checkbox"/>	Category B			
	<input type="checkbox"/>	Category C			

Broad Purpose of the Position

The Social Worker, Rural Generalist 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 rural / remote 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-disciplinary team, including health professionals and service providers from other sectors, the Social Worker utilises a combination of preventative, early intervention, therapy and evaluation approaches including individual therapy and group programs

Qualifications

Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the Australian Association of Social Workers (AASW). As a self-regulated profession, it is desirable to participate in the AASW Continuing Professional Education (CPE) Accreditation 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

RMCLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions

- 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.
- Flexibility and some out of hour's work may be required.
- *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 (DCSI).
- *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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- *Prescribed Positions* will also require a NPC general probity clearance.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- Will be required to comply with the requirements of the RMCLHN Procedure for Credentialling Allied Health and Scientific Health Professionals
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met

Key Relationships

- Receives line Management from the Clinical Senior Social Worker and Senior Manager social work.
- Works under Clinical Supervision and direction from the Clinical Senior Social Worker and Senior Manager Social Work in accordance with the Allied Health Clinical Support Framework.
- May contribute to the supervision of less experienced professionals, para-professional staff and students, under direction from the AHP3 Clinical Senior Social Worker
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

POSITION DESCRIPTION

OFFICIAL

Riverland Mallee
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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"> ▪ In collaboration with the Clinical Senior Social Worker and Senior Manager Social Work, contribute to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible clients/group across the River Murray Mallee Coorong area. ▪ The position will be based in Riverland or Murray Bridge but will be required to travel within the River Murray Mallee Coorong region as required to ensure the delivery of high priority clinical services across a range of Community Health Programs. ▪ Appropriately prioritise referrals and allocate time to the referred clients who meet the criteria for services in accordance with the Access Framework and specific Community Health program guidelines ▪ Contribute professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health unit / cluster. ▪ Apply clinical skills to a broad scope of practice, delivering services which promote wellness, reablement and empowerment appropriate to the local rural context. ▪ Coordinate an increasingly complex Social Work caseload and support other team members in managing the demands of the service. Ensure a high standard of service provision to clients with complex clinical problems by consulting with the Senior Social worker and other regional Social Workers as appropriate.

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<p>2. Personal and Professional Development</p>	<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"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge Applying reflective practice skills Utilising the support of mentors and peers Actively participating in the professional development and review (PDR) process <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"> ▪ Receive clinical supervision, direction, advice, mentorship and support from the Clinical Senior Social Worker. ▪ In collaboration with a Senior Social Worker, develop a formal Clinical Supervision agreement, fulfil all obligations under this agreement, and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within the RMCLHN, and other regions, actively sharing and seeking out knowledge of effective practice ▪ Actively participate in the Social Work Networks. ▪ Provide clinical support to less experienced professionals and support staff in the Team as required ▪ Contribute to the supervision of Social Work students on clinical placement in the region ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in social work
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of services across RMCLHN.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the RMCLHN level to meet these needs.</p> <p>3.3 As a clinical / professional, contribute to improving the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services.</p>	<ul style="list-style-type: none"> ▪ Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs. ▪ Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up. ▪ Have an appreciation and understanding of the needs of rural, CALD, ATSI communities and display cultural sensitivity in the development and delivery of services

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<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 4.2 Contribute to the efficient and effective use of materials and resources. 4.3 Prepare reports which incorporate recommendations on straight forward operations. 4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role 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"> ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support social work services, community health programs and projects across the region ▪ Maintains appropriate statistics and records in accordance with RMCLHN requirements. ▪ Use the Safety Learning System (SLS) to report patient clinical risks and incidents. 	
<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 RMCLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of RMCLHN services. 5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals. 5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals 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 Work in accordance with SA Health and RMCLHN's vision, mission, strategic priorities and values</p>	<ol style="list-style-type: none"> 1. Contributes constructively and actively as a member of the multi-disciplinary team. 2. Actively participates in team meetings, other relevant staff meetings and other relevant organisational meetings as required. 3. Develop and maintain strong intra- and inter-professional networks and links with other services 	
<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. 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. 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. 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. Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social work services in the region ▪ Required to contribute to local quality improvement activities and the Accreditation process. ▪ Contribute to trends and opportunities for improvement, and work with Senior Managers, other Clinical Seniors and other stakeholders to design and implement improvements. 	
<p>Approved by Authorised Officer</p>	<p>..... /</p>	<p>Accepted by Incumbent</p>	<p>..... /</p>

APPLICANT GUIDELINES

Job Title	Social Worker	Classification	AHP2
LHN	Riverland Mallee Coorong Local Health Network (RMCLHN)	Term	12 months
Area	Country Health Connect	FTE	1FTE

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.

Key Result Area	Selection Criteria (<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"> ▪ Outline scope and nature of previous professional roles ▪ Previous involvement in service development (may include outcome measures, research & evaluation) ▪ Change management & project management skills / experience ▪ Examples of competency in applying primary health care principles c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> ▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills
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> .
3. Client / Customer Service	a) Knowledge of RMCLHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency c) Knowledge of requirements relating to client confidentiality and client rights.
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 team work 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