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SA Health Job Pack

Job Title	Social Worker – Strathalbyn Residential Aged Care
Eligibility	Open to Everyone
Job Number	835445
Applications Closing Date	15/9/2023
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Strathalbyn & Districts Health Service - Aged Care
Location	Strathalbyn
Classification	AHP2
Job Status	Temporary Full-Time position working up to 28 June 2024
Salary	\$86,950 - \$100,729 p.a.

Contact Details

Full name	Alison Holt
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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 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



Job Title	Social Worker – Strathalbyn Residential Aged Care	Classification	AHP2	Position Number	tbc
LHN	Barossa Hills Fleurieu Local Health Network Inc	Term	Temporary	Position Created	13/07/2023
Area	Strathalbyn & Districts Health Service	FTE	1.0FTE, 37.5 hours	Last Updated	13/07/2023
Criminal History Clearance Requirements:					
<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					
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

Working as a part of the multi-disciplinary team at Strathalbyn Residential Aged Care, you will undertake complex Social Work service provision, which aims to enhance the mental health and functional independence of residents within the Aged Care setting. This may include working 1:1 with residents, in a group setting or with families.

The 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 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 multidisciplinary 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, group programs, health promotion and community development projects.

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. Must have participated on ongoing professional development in line with AASW guidelines. Must be able to demonstrate AHP2 level competencies for appointment at this level.

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

Barossa Hills Fleurieu 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.



<p>Special Conditions</p> <ul style="list-style-type: none"> 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 hours work may be required. 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). 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. 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. 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. NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue. WWCCs must be renewed every 5 years thereafter from date of issue. Will be required to comply with the requirements of the Barossa Hills Fleurieu Local Health Network Inc Procedure for Credentiaing 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. 		<p>Key Relationships</p> <ul style="list-style-type: none"> Receives line supervision from Restorative Aged Care Lead or relevant site-based lead. Receives clinical supervision, advice, and support from an experienced Social Worker, under formal arrangement in accordance with the <i>Local Health Network's Allied Health Clinical Support Framework</i>. May contribute to the supervision of less experienced professional officers, para-professional staff, and students, under direction from the Clinical Senior Social Worker Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary team, and members of the local mental health service. Liases with residents, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments. 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
<p>Key Result Areas</p> <p>1. Technical Skills and Application</p>	<p>Generic Requirements</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>Specific or Local Requirements</p> <ul style="list-style-type: none"> Contribute to the coordination and delivery of high quality, comprehensive and integrated Social Work services to residents within the Strathalbyn Aged Care facility. Contribute to the coordination and delivery of high-quality mental health services for residents, that aim to maximise tenure and quality of life. Contribute professional leadership in the application of clinical protocols and standards within the Strathalbyn Aged Care facility. Apply clinical skills to a broad scope of practice; designing, delivering and evaluating safe and effective Social Work interventions for people with acute, sub-

		<p>acute or chronic medical conditions, injuries or disabilities.</p> <ul style="list-style-type: none"> ▪ Coordinate an increasingly complex caseload and support other team members in managing the demands of the service
<p>2. Personal and Professional Development</p>	<p>.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 Display a commitment to continuous personal and professional development by:</p> <ol 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 well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills c. Utilising the support of mentors and peers 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 e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff <p>.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>.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"> ▪ Receive clinical direction, advice, mentorship and support from a Senior Social Worker. ▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your site-based lead, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Social Worker. Fulfill all obligations under this agreement and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within this LHN, the Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Actively participates within the regional LHN's Social Work Professional Network and regional LHN MH service professional development activities where these are offered; ▪ Actively shares and seeks out knowledge relevant to mental health practice and shares knowledge from professional development workshops conferences with staff from the Social Work discipline and members of regional LHN MH service; ▪ Provide clinical support to less experienced professional staff in BHFLHN ▪ Contribute to the supervision of Social Work students on clinical placement
<ul style="list-style-type: none"> ▪ Client / Customer Service 	<ol style="list-style-type: none"> .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. .2 Promote cultural safety by valuing and promoting the cultural needs of the community. .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 	<ul style="list-style-type: none"> ▪ Develop and apply increasing understanding of the needs of rural, aged, culturally diverse and Aboriginal communities. ▪ Consulting with Residents to discuss their medical histories and identify the problems or conditions they wish to overcome. ▪ Applies knowledge of the relevant standards, acts and guidelines to enable high standards of service that are least restrictive and consumer centred. ▪ Working with consumers to identify areas where advocacy may be required and support or directly advocate,

		<p>empowering the consumer where possible and/or acting on their behalf in their interests;</p> <ul style="list-style-type: none"> ▪ Reliably assess, and safely deliver Social work services across a wide range clinical areas and health conditions by integrating evidence-based practice as part of treatment • Practice duty of care, including meeting clinic standards and accountability to ensure clinical governance processes are in place. Plus, work with management to update as required to meet accreditation standards. ▪ Establish and maintain good working relationships and communication with the local key stakeholders. ▪ Collaborating with other healthcare practitioners to develop or integrate personalized treatment plans.
<ul style="list-style-type: none"> ▪ Administration and Documentation 	<ol style="list-style-type: none"> .1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. .2 Contribute to the efficient and effective use of materials and resources. .3 Prepare reports and / or recommendations to assist management decision making .4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. .5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role .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. 	<ul style="list-style-type: none"> ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support services, community health programs, Residential Aged Care services and projects ▪ Maintain appropriate statistics and records in accordance with BHFLHN requirements. ▪ Contribute to the effective research, planning, coordination, reporting and evaluation of minor projects or aspects of major projects as required. ▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback
<ul style="list-style-type: none"> ▪ Teamwork and Communication 	<ol style="list-style-type: none"> .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 Barossa Hills Fleurieu 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. .2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals. .3 Work positively within a team, foster teamwork, and support others to develop effective working relationships and achieve team goals .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 .5 Work in accordance with SA Health and Barossa Hills Fleurieu Local Health Network Inc's vision, mission, strategic priorities and values 	<ul style="list-style-type: none"> ▪ Contribute to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying: ▪ Clinical skills within the scope of professional practice; ▪ Knowledge of your own profession, other professions and other services; skill sin communication, collaboration and partnership building ▪ Actively participate in team meetings and activities ▪ Participate in staff forums as required ▪ Provide regular reports and advice to the Restorative Aged Care Lead or site-based lead regarding waiting lists, service issues, service planning & other relevant issues as required.

POSITION

OFFICIAL DESCRIPTION



<ul style="list-style-type: none"> ▪ Continuous Improvement 	<ol style="list-style-type: none"> .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. .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. .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. .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. .5 Complying with the Code of Ethics for Public Sector Employees. 	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Social Work services in the BHFLHN ▪ Required to contribute to local quality improvement activities and the Accreditation process. ▪ Contribute to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies. 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Social Worker – Strathalbyn Residential Aged Care	Classification	AHP2
LHN	Barossa Hills Fleurieu Local Health Network Inc	Term	[Temporary])
Area	[Strathalbyn & Districts Health Service]	FTE	[1.0FTE (37.5 hours per week)]

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"> ▪ Outline scope and nature of previous professional roles, including experience working with mental health consumers, and in rural & remote contexts ▪ Previous involvement in service development, including research & evaluation ▪ Change management & project management skills / experience c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & 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. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to Barossa Hills Fleurieu 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