

Statement of Duties

Position Title: Social Worker	Position Number: Generic	Effective Date: July 2020
Group: Hospitals North/North West – Launceston General Hospital (LGH)		
Section: North and North West Hospitals	Location: North	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Discipline Lead - Social Work		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

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

Duties:

1. Assess the need for, plan, provide and evaluate Social Work services for individual clients and client groups, as allocated.
2. Maintain and develop liaison with, and knowledge of, community agencies and resources.
3. Maintain and develop the quality of the Social Work services and contribute to quality improvement of program services.
4. Contribute to the planning, development and review of policies, guidelines and functions of the Social Work Department.
5. Maintain files and/or records for the purpose of ensuring the availability of information as required for reference, reports and/or compliance.
6. Undertake and contribute to teaching and research programs.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work Performed:

- Responsible for the planning, provision and evaluation of Social Work services as allocated and in consultation with the Discipline Lead - Social Work or delegate.
- Responsible for the provision of Social Work services in accordance with the Code of Ethics of the Australian Association of Social Workers.
- Direction and supervision from the Discipline Lead - Social Work or delegate.
- Expected to work with professional guidance/supervision in accordance with recommended standards for supervision as endorsed by the Australian Association of Social Workers.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Ability to apply fundamental principles and standards of professional social work practice in a hospital setting.
2. Ability to demonstrate developed clinical skills appropriate to social work practice in a hospital setting.
3. Ability to demonstrate enhanced problem-solving skills and an ability to organise and prioritise workload.
4. Ability to constructively work as a member of an interdisciplinary team.
5. An analytical ability to plan, evaluate and promote social work services.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.