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## SA Health Job Pack

Job Title	Social Worker
Job Number	677322
Applications Closing Date	31 December 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre – Allied Health
Location	Bedford Park
Classification	AHP2
Job Status	Casual
Salary	\$41.58 - \$48.32 p/hr + 25% Casual Loading

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Lisa Gilbert/ Carol Coard
Phone number	8204 4144
Email address	<a href="mailto:lisa.gilbert@sa.gov.au">lisa.gilbert@sa.gov.au</a> / <a href="mailto:carol.coard@sa.gov.au">carol.coard@sa.gov.au</a>

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>Role Title:</b>	Social Worker
<b>Classification Code:</b>	AHP 2
<b>Position Number</b>	M54698
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Allied Health
<b>Department/Section / Unit/ Ward:</b>	Social Work and Counselling Service
<b>Role reports to:</b>	Reports to the Manager of Social Work and Counselling Services with regard to professional and clinical service issues
<b>Role Created/ Reviewed Date:</b>	June 2016/Reviewed June 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<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)

### Job Specification

#### Primary Objective(s) of role:

The Social Worker operates under limited supervision in a specialist professional capacity in an interdisciplinary team. The incumbent is responsible to the Manager of the Social Work and Counselling Service for the delivery of high quality services to patients on acute wards.

Service provision includes assessment, consultation, intervention and review, education, liaison with community agencies, organisation of appropriate resources and management of discharge.

The incumbent contributes to the Social Work and Counselling Service by initiating service improvement activities to ensure a quality social work service to designated clinical areas. Their work may include research and education of colleagues and other members of the inter-disciplinary team.

#### Direct Reports:

Supervisor Reports to: Manager of the Social Work and Counselling Service

Supervisor's Position: AHP 3 SW Clinical Lead

Subject Position: Social Worker

Positions supervised:

Other Positions Reporting to the Supervisor: AHP 1

### Key Relationships/ Interactions:

#### Internal

- Operationally and professionally reports to Manager of Social Work and Counselling Service
- Supported by AHP2/3 Senior Social Worker/Supervisor
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

#### External

- Patients/carers/parents who are the research subjects;
- Relevant government and non-government organisations as required meeting the needs of the client group.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- May be required to work within other locations of the Southern Adelaide Local Health Network (SALHN).
- Some out of hours work may be required, as well as extended hours, weekend and public holidays.

### Delegations: (as defined in SALHN instruments of delegations)

*(Levels/ limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)*

Financial	N/A
Human Resources	N/A
Procurement	N/A

### Resilience:

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

### Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

## General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

## 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.

## Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

### KEY OUTCOMES

*"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."*

*"Commitment to achieving and complying with National Safety & Quality Health Service Standards."*

#### 1. High Quality Patient Care

#### 2. Service provision:

The incumbent, as a member of the health care team, is responsible for the efficient and effective delivery of high quality patient care services, through the

- the provision of early assessment of the patient in the context multi- disciplinary team approach to care
- Developing, negotiating and delivering services that are relevant to the consumers psycho – social needs
- Ensure active participation of patients and their families/ carers in their assessment and early discharge planning
- Prioritising work clinical work in line with social work, and hospital priorities

#### 3. Consultation and Liaison

The incumbent consults with the health team, the patient and carers, FMC and community service representatives to:

- provide information regarding assessment and ongoing care on discharge from hospital
- provide specialist advice related to the professional discipline and AH multi-disciplinary services
- building capacity of the hospital to achieve optimal use of community service supports for patient, families
- increase community service knowledge, access skills and partnerships to achieve the hospitals outcomes
- improve hospital to community transition pathways to facilitate early discharge

#### 4. Service Management and Service evaluation

The incumbent, as a member of the health care team, is responsible for contribution to and leadership in the provision of a quality service by

- continually refining and evaluating department protocols, assessment formats, services and processes to enable a coordinated service and early discharge planning
- actively developing , implementing and, evaluating new techniques, methods relevant to the unit patients
- collecting and analysing data to provide information and make recommendations for service improvements
- participating in team quality activities, research and evaluation including performance measurement reports.

#### 5. Professional and multidisciplinary skills

The incumbent, as a member of the health care team, is responsible for:

- Understanding and utilising a best practice approach in the multi-disciplinary
- management of clients
- maintaining high levels of professional knowledge and skills
- undertaking a performance review annually with the discipline head
- participating training and education

#### 6. Contribute to a safe and healthy working environment

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

#### 7. Commitment to achieving and complying with National Safety & Quality Health Service Standards.

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Person Specification

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## 1. ESSENTIAL MINIMUM REQUIREMENTS *(those characteristics considered absolutely necessary)*

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### Educational/Vocational Qualifications

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Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers

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### Personal Abilities/Aptitudes/Skills

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- Ability to work independently and as a member of a multi-disciplinary team.
  - Demonstrated well developed organisational skills including the ability to prioritise workload and meet deadlines and work under pressure
  - High level interpersonal skills, including conflict resolutions skills and the ability to communicate with patients, professional staff of different disciplines, administrative staff and staff of other agencies both orally and in writing
  - Ability to contribute to the achievement of performance targets in relation to activity, quality, research and development in line with organisational goals
  - Ability to exercise initiative, analyse complex problems and implement practical solutions
  - Ability to articulate a Social Work perspective on client and systems issues
  - Ability to provide leadership in a work group and ability to foster team member participation in decision making and change processes enhancing multi-D management of the patient
  - Demonstrated commitment to continuing professional development
  - Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, diversity and WHS;
    - Quality management and client oriented service;
    - Risk management.
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### Experience

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- Extensive clinical experience in early assessment and discharge planning of patients
  - Experience in effective development and implementation of a new service.
  - Experience in quality improvement programs.
  - Experience in service planning and evaluation
  - Experience in complex casework
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### Knowledge

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- Comprehensive knowledge of the Social Work theories and practices
  - Knowledge of Community Support Services and primary health care
  - Understanding of Work Health Safety principles and procedures
  - Understanding of Quality Management principles and procedures
  - Understanding of Delegated Safety Roles and Responsibilities
  - Awareness of National Safety and Quality Health Service Standards
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## 2. DESIRABLE CHARACTERISTICS

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### Personal Abilities/Aptitudes/Skills

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### Experience

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- Proven experience in basic computing skills, including email and word processing
  - Experience in a senior role and clinical leadership.
  - Proven experience using basic computing skills, including email and word processing
  - Familiarity with methods of statistical analysis
  - Familiarity with databases and ability to enter data
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### Knowledge

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- Awareness of the Charter of Health and Community Services rights.
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### Educational/Vocational Qualifications

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- Post Graduate Study in relevant area
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### Other details

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### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

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

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

*The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.*

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

### Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

### SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

### SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

## Approvals

### Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**