

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Social Worker
<b>Position Number:</b>	503066
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals North/North West - Primary Health Services Social Work Services
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North West
<b>Reports to:</b>	Manager - Social Work Services
<b>Effective Date:</b>	September 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Australian Association of Social Workers (AASW)</p> <p>Eligible for membership with the Australian Association of Social Workers (AASW)</p> <p>Overseas qualified Social Work candidates require a “certification of eligibility” letter from the AASW to confirm their eligibility for membership to the AASW</p> <p><i>Or where regulatory requirements exist, NDIS Q&amp;S Commission Provider Registration Requirements</i></p> <p>Full member of Australian Association of Social Workers</p> <p>Current Working with Children Registration</p> <p>Current Driver’s Licence</p> <p><i>*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</i></p>

*change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

**Position Features:** Rotation across all clinical caseloads in the area will be required including medical, surgical, rehabilitation, emergency department, community clients, antenatal services and outpatients

Participation in extended hours, on call and a weekend roster will be required

*NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

As a member of the Primary Health Services North West Social Work Services team, the incumbent will contribute to the development, provision and evaluation of Social Work Services for individual clients and client groups and/or the community, in accordance with the Code of Ethics of the Australian Association of Social Workers and the Code of Conduct of the Department of Health.

The Senior Social Worker will:

- Mentor and supervise Social Work staff and practices in accordance with current models, professional standards and the Australian Association of Social Workers Code of Ethics.
- Actively pursue patient centred Social Work interventions that aim to minimise the impact of chronic or acute health conditions for clients in the North West.

## Duties:

1. Maintain a caseload and when necessary, liaise with other professionals, both within and outside the region, regarding ongoing client care.
2. Assess the need for, plan, provide and evaluate Social Work Services for individual clients and groups and services across the North West including inpatients, community, antenatal clients and outpatients.
3. Work with internal and external agencies to provide a social recovery response following significant community or traumatic events.
4. Provide professional supervision to Social Work staff and students in accordance with Agency/Departmental policies and practice standards of the Australian Association of Social Workers.
5. Promote best practice and expertise amongst Social Work staff and contribute to quality improvement.
6. Facilitate effective and efficient resource utilisation, the development of services and the provision of integrated service delivery through liaison and collaboration with staff of the Social Work team, other Social Work teams across Primary Health Services and external agencies.
7. Take a significant role in the planning, development and review of policies, guidelines and functions of Social Work Services and advise management on issues relating to areas of professional expertise.
8. Attend, participate and lead departmental staff meetings and conduct and evaluate educational programs and undertake ongoing professional education and practice research.
9. Maintain records and record data for legal and statistical purposes and for the evaluation of services.
10. Comply with Work Health and Safety legislation regarding the identification and control of risk to consumers and workers of the health service.

11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
12. 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 positions at this classification level.

## Key Accountabilities and Responsibilities:

Under broad policy control and in consultation with the Manager - Social Work Services, or their delegate, the Senior Social Worker is responsible for:

- Planning, provision and evaluation of Social Work Services within a health context.
- Provision of Social Work Services in accordance with the practice standards and the Code of Ethics of the Australian Association of Social Workers.
- Leading and contributing to continuous quality improvement projects or research.
- Operating independently and acting within guidelines and procedures of Primary Health Services Social Work Services North West accordingly.
- Supervision and direction of less experienced Social Work staff and students on fieldwork placement.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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:

- I. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
  - e. serious traffic offences

2. Identification check
3. Disciplinary action in previous employment check.

\*As required by the Commonwealth Home Support Program and/or the Aged Care Act, occupants of this role are required to undertake a conviction check assessment every three years

## Selection Criteria:

1. Experience as a practising social worker in the acute, community, or outpatient setting, especially in the area of assessment, intervention and management of clients and their families affected by complex psychosocial needs.
2. Ability to demonstrate leadership in complex decision-making including knowledge and application of relevant legislation pertinent to the position.
3. Demonstrate a high level of communication, negotiation, advocacy, conflict resolution and interpersonal skills including the ability to apply such skills within a multidisciplinary team environment.
4. Demonstrated ability to initiate and contribute to quality improvement programs and undertake research and evaluation projects.
5. Ability to conceptualise service delivery issues in the broader context of health and welfare systems and establish opportunities for partnerships and liaison.
6. Appropriate to the level, demonstrated knowledge of Work Health and Safety (including individual self-care) and Equal Employment Opportunity legislation, policies and codes of practice.
7. Competence in computer applications including the use of word processing, databases and web-based resources.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).