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SA Health Job Pack

Job Title	Social Worker - Out of Hospital Services
Eligibility	Open to Everyone
Job Number	778189
Applications Closing Date	19/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community Health - Out of Hospital Team
Location	Barossa/Gawler
Classification	AHP2
Job Status	Temporary Part-time, working 33.75 hours per week up to 6/1/2023 (with possibility of extension).
Total Indicative Remuneration	\$92,017 - \$106,446 p.a. (Pro-rata)

Contact Details

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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 <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
- Criminal History Assessment requirements

POSITION DESCRIPTION

Job Title	Rural Generalist Social Worker	Classification	AHP2	Position Number	P20139/P20117
Region	Barossa hills Fleurieu Local Health Network	Term	UNTIL 06/01/2023	Position Created	
Area	BHFLHN – Community Health Service	FTE	0.9	Last Updated	04/01/21
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> DHS Working with Children check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Disability Services Employment 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

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 Community services, appropriate to the needs of the local 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 utilizes a combination of preventative, early intervention, treatment / therapy and evaluation approaches. The position provides interventions for clients across the lifespan, in multiple settings and clients may be seen under many programs including Community Health, NDIS, CHSP, Acute Care and care pod settings.

Qualifications

Must hold a recognized qualification within Social Work Profession and be eligible for practicing membership of the Australian Association of Social Workers (AASW). It is also desirable to participate in the AASW's accredited continuing professional development program.

Must be able to demonstrate AHP2 level competencies OR have completed a post-graduate 2-year Masters with a related allied health undergraduate degree 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

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN 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 air craft 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.
- > 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.
- > 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 supervision from Out of Hospital Team Leader (Barossa).
- Receives clinical supervision, advice and support from an experienced Social Worker/Allied health professional under formal arrangement in accordance with the *Allied Health Clinical Support Framework*.
- May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior
- 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

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<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 work load and support others in developing workload management plans, including in the allocation of team resources</p> <p>1.5 Experience working with Aboriginal consumers and communities to provide culturally appropriate health services.</p>	<ul style="list-style-type: none"> ▪ Provide Social Work Support to consumers within the BHFLHN Community Health Services Region. ▪ Attend multidisciplinary meetings and present cases ▪ Contribute Social Work expertise to the development and delivery of comprehensive, integrated & multi-disciplinary services across BHFLHN Community Health Services. ▪ In collaboration with the Out of Hospital Team Leader (Barossa) and other clinicians, provide input into the development of service models and clinical protocols for the service ▪ Facilitate groups sessions as required/requested
2. Personal and Professional Development	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Specialists, Profession Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal / 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 (which may include post-graduate study) 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>2.3 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>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing) training</p> <p>2.5 Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training.</p>	<ul style="list-style-type: none"> ▪ Actively participate in clinical review meetings. ▪ Share knowledge from professional development workshops/conferences with other team members ▪ Receive clinical advice, mentorship and support from Clinical Supervisor, and contribute to the support, mentorship and supervision of less experienced clinicians ▪ Develop and maintain inter and intra-professional clinical networks within the region, across Country South Australia, actively sharing and seeking out knowledge of effective practice ▪ Provide support to peers and contribute to the supervision of work experience students / allied health assistants.

POSITION DESCRIPTION

<p>3 Client / Customer Service</p>	<p>3.1 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.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centered practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p> <p>3.4 Ability to engage appropriately with Aboriginal consumers and community members to improve health outcomes and provide a culturally safe service.</p>	<ul style="list-style-type: none"> Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up Support intake points to identify appropriate candidates for Community Health Services and its programs. Apply recovery model principles to social work practice within a multi-disciplined team. Use boundary setting skills in dealing with inappropriate referrals.
<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 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk & Safety [QRS], Adequate Records Management [ARM], Client Management Engine [CME] and My Aged Care [MAC].</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 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.</p>	<ul style="list-style-type: none"> Prepare referral documentation in accordance with local requirements
<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; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of organizational 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 the organization's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> Works as a member of the multi-disciplinary team, based within the BHFLHN Community Health Services Region. Attend and actively participate in team meetings Attend internal and external meetings as required/requested Develop and maintain close working relationships with local case managers, Paramedical Aides, Allied Health Professionals, Nursing and other staff. Contribute to positive consumer outcomes through proactive future planning, with a particular focus on transition points and timely handover, and adherence to standardised communication and documentation protocols.

POSITION DESCRIPTION

6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organizational activities required to meet Service / Accreditation standards and support supervised staff / students to comply with requirements.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> Contribute to service improvement by being part of team discussions. Contribute to the ongoing review, development and evaluation of the effectiveness of local/regional policies as they relate to client consumer care Participate in monitoring the effectiveness of Social Work services within BHFLHN Community Health Services through episodic review, timely reassessments and evaluation against established Key Performance Indicators (KPIs). Support the Out of Hospital Team Leader (Barossa) in developing reports, submissions and proposals.
Approved by Authorised Officer / /	Accepted by Incumbent / /

Job Title	Rural Generalist Social Worker	Classification	AHP2
Region	Barossa Hills Fleurieu LHN	Term	contract
Area	BHFLHN Community Health Service Out of Hospital (Barossa)	FTE	

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
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POSITION DESCRIPTION

1. Technical Skills and Application	<p>a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i></p> <p>b) Broad professional experience <i>relevant to this role</i>:</p> <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts ▪ Previous involvement in service development, including research & evaluation ▪ Change management & project management skills / experience ▪ Competency in applying primary health care principles <p>c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role</p> <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & problem solving skills
2. Personal & professional development	<p>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</p> <p>b) Information about your leadership / management style and experience</p>
3. Client / Customer Service	<p>a) Knowledge of and commitment to CHSA services, priorities & strategic directions.</p> <p>b) Examples that demonstrate skills in community engagement, client-centered practice and cultural competency.</p>
4. Administration & Documentation	<p>a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.</p>
5. Teamwork and Communication	<p>a) Examples of how you have contributed previously to service planning and development</p> <p>b) Outline your communication, team work and problem solving skills, with examples</p>
6. Continuous Improvement	<p>a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research</p>