DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:**  | Social Worker |
| **Position Number:** | 524444 |
| **Classification:**  | Allied Health Professional Level 1-2 |
| **Award/Agreement:**  | Allied Health Professionals Public Sector Unions Wages Agreement |
| **Group/Section:** | Hospitals North/North West – Mersey Community Hospital Social Work Services |
| **Position Type:**  | Permanent, Full Time/Part Time |
| **Location:**  | North West |
| **Reports to:**  | Manager - Social Work Services |
| **Effective Date:** | February 2019 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment and Recurrent |
| **Essential Requirements:**  | Degree in Social Work giving eligibility for membership of the Australian Association of Social WorkersCurrent Tasmanian Working with Children Registration*\*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 if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Desirable Requirements:** | Previous experience in an acute hospital setting would be an advantage. Current Driver’s Licence  |
| **Position Features:** | Rotation across all clinical caseloads of the Social Work service may be requiredMay be required to participate in weekend on call roster |

Note: 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 North West Social Work service, the incumbent will, as part of a multidisciplinary team, contribute to the development, provision and evaluation of social work services for consumers of the department and their families 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.

Rotation across all clinical caseloads in the area will be required including medical, surgical (including short stay), rehabilitation, emergency department, community clients and paediatrics.

### Duties:

1. Assess, plan, provide and evaluate Social Work services for individual clients and client groups, as allocated.
2. 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, the Hospital, the department, and external agencies.
3. Contribute to the maintenance and development of high practice standards, quality service delivery and quality outcomes.
4. Maintain records and record data for legal and statistical purposes, and for the evaluation of services.
5. Contribute to the planning, development and review of policies, guidelines and functioning of the Social Work Service.
6. Conduct and participate in educational programs for individuals and groups and undertake research to improve patient care wherever applicable.
7. Attend and participate in departmental staff meetings and continuing education programs.
8. Provide professional consultation in the context of a multidisciplinary team.
9. 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 and related training.
10. 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:

The Social Worker works under direct supervision of the Manager - Social Work Services and Senior Social Worker and is responsible for:

* The planning, provision, and evaluation of Social Work services as allocated, in consultation with the Senior Social Worker or Manager - Social Work Services.
* The provision of Social Work services in accordance with the Code of Ethics and practice standards of the Australian Association of Social Workers (AASW).
* Working under the professional guidance/supervision from the senior Social Worker/Deputy Manager Social Work and/or Manager Social Work Service, and at times independently, in accordance with recommended standards for supervision as endorsed by the AASW and guidelines and procedures of the Department.
* Identifying and participating in professional development.
* Supervising and delegating tasks to the Social Work assistant and Social Work students on fieldwork placement.
* Developing a diverse knowledge base and skill set, to be successful in a clinical rotation program.
* 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:

1. Conviction checks in the following areas:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Comprehensive knowledge of Social Work theory as it applies to practice in a health care setting, with the ability to provide psycho-social assessments, casework and group work appropriate to the needs of client groups.
2. Ability to be self-motivated and self-directed, with demonstrated problem solving skills and the ability to optimise the use of resources.
3. Ability to effectively work as a member of the Social Work and multi-disciplinary teams.
4. Well-developed communication, negotiation, advocacy and conflict resolution skills.
5. Demonstrated ability to successfully implement self-care in a demanding and stressful work environment.
6. Knowledge of Work Health and Safety and Equal Employment Opportunity legislation, policies and codes of practice to enhance workplace and patient safety.
7. Ability to contribute to practice-based research and evaluation, as well as demonstrated competence in computer applications including the use of word processing, data bases 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 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).