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| <b>Position</b>  | Social Worker  |
| <b>Classification</b>  | AHP2   |
| <b>Division</b>  | Rehabilitation, Aged and Palliative Care   |
| <b>Department / Section / Unit / Ward</b>  | Southern Adelaide Palliative Services  |
| <b>Role reports to</b>   | Operationally:<br>> Manager, Community Palliative Care<br>Professionally:<br>> Director of Social Work |
| <b>CHRIS 21 Position Number</b><br>M62630  | <b>Role Created / Review Date</b><br>01/02/2017  |
| <b>Criminal History Clearance Requirements</b><br><input type="checkbox"/> Aged (NPC)<br><input type="checkbox"/> Child - Prescribed (Working with Children Check)<br><input checked="" type="checkbox"/> Vulnerable (NPC)<br><input type="checkbox"/> General Probity (NPC) | <b>Immunisation Risk Category</b><br>Category B (indirect contact with blood or body substances)       |

## JOB SPECIFICATION

### Primary Objective(s) of role:

As a member of a multidisciplinary team, provide a comprehensive social work service embracing psychosocial assessment, casework, counselling, advocacy, networking, referral and education to patients of Laurel Hospice, their carers and families.

### Direct Reports: (List positions reporting directly to this position)

> NIL

### Key Relationships / Interactions:

#### Internal:

- > Operationally reports to Manager, Community Palliative Care
- > Professionally reports to Director of Social Work
- > Works collaboratively with staff and all members of the palliative and broader health care team, including relevant community care providers as required.
- > May be required to supervise students in the provision of clinical care to clients in palliative care setting.
- > Contributes to the day to day operations of the unit.

#### External:

ents and their informal caregivers

evant government and non-government organisations as required to meet the needs of the client group.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping professionally up to date with relevant research, technological advances and models of care.
- > Working appropriately and in a culturally respectful way with palliative care clients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients.
- > Growth and development of the palliative care service.

**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**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

**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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > 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 2008* 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.
- > The incumbent is required to have a current driver's license.
- > The incumbent may be required to work out of hours or on weekends.

| Key Result Areas  | Major Responsibilities   |
|---|--|
| Direct/indirect patient/client care   | <ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul>   |
| Provide specialised Social Work services to patients in community palliative care                                   | <ul style="list-style-type: none"> <li>&gt; assessing patients' abilities, problems and goals using a variety of formal and informal assessments</li> <li>&gt; providing counselling services to patients and their carers to assist them to adjust to major lifestyle changes and resolve issues of grief and loss</li> <li>&gt; planning and implementing intervention programs</li> <li>&gt; communicating with patients' family, carers and other service providers</li> <li>&gt; collaborating with other team members and community agencies</li> <li>&gt; adopting a holistic approach</li> </ul>   |
| Ensure appropriate communication to support patient management  | <ul style="list-style-type: none"> <li>&gt; participating in interdisciplinary clinical and planning activities to enhance the overall service provided to patients</li> <li>&gt; documenting assessment findings and interventions</li> <li>&gt; providing information to patients and/or relatives about ongoing management</li> <li>&gt; linking patients and carers with relevant community resources and services</li> <li>&gt; advocacy on behalf of patients and carers when access to resources and services is limited</li> </ul>   |
| Contribute to the quality of service provided by Southern Adelaide Palliative Services                              | <ul style="list-style-type: none"> <li>&gt; supporting other professional members of the team</li> <li>&gt; providing a consultative service to other team members, disciplines and agencies</li> <li>&gt; participating in, and, where appropriate initiating quality and service improvement activities within the team</li> <li>&gt; educating staff and students from other disciplines</li> </ul>   |
| Contribute to the ongoing development of high quality Social Work services in Southern Adelaide Palliative Services | <ul style="list-style-type: none"> <li>&gt; monitoring and improving the standards of services provided to clients</li> <li>&gt; undertaking Social Work quality improvement projects, especially those related to Hospice care.</li> <li>&gt; participating in and contributing to planning and policy development for Social Work services in Southern Adelaide Palliative Services</li> <li>&gt; Initiating, participating in and supporting the development of relevant research activities</li> </ul>   |
| Contribution to effective operation of unit   | <ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li> <li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li> <li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul> |

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

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

### Personal Abilities/Aptitudes/Skills

- > Ability to assume responsibility for the organisation and provision of Social Work services to inpatient palliative care as a member of an interdisciplinary team. This includes ability to undertake assessment and intervention with patients with a variety of disorders and disabilities, including management of complex cases.
- > Ability to critically analyse or evaluate issues related to Social Work care in a manner which can be applied to quality activities, service evaluation, professional education or research with a commitment to ongoing professional development.
- > High levels of responsibility and organisational skills including the ability to prioritise work, meet deadlines, delegate appropriately. This includes the ability to supervise students, allied health assistants and junior staff.
- > High level interpersonal, negotiating, counselling and problem solving skills with the ability to communicate with patients, other professional staff and community agencies both orally and in writing.
- > Proven commitment to the principles and practise of: EEO, Ethical Conduct, diversity and WHS; Quality management and client oriented service; and Risk management
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Experience as a clinician in the assessment and provision of high quality social work interventions to clients with a variety of health and care needs.
- > Experience in the supervision of social work staff and students.
- > Experience in planning and implementing service improvements, quality activities or research
- > Proven experience in basic computing skills, including email and word processing
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of the principles of rehabilitation
- > Working knowledge of the AASW Code of Ethics

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

### Personal Abilities/Aptitudes/Skills

- > Ability to demonstrate the use of outcome measures to evaluate efficiency of interventions
- > Demonstrated interest in developing leadership and management skills especially in regard to implementing quality activities and contributing to service development and research

**Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Ability to demonstrate the use of outcome measures to evaluate efficiency of interventions
- > Demonstrated interest in developing leadership and management skills especially in regard to implementing quality activities and contributing to service development and research

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of evidence based medicine, outcome measures and current professional practices with an interest in evaluating clinical practice in relation to these.
- > Knowledge of a variety of palliative care service delivery models.
- > Awareness of the Charter of Health and Community Services rights.

**Educational/Vocational Qualifications**

- > Training or postgraduate qualifications in relevant clinical field.
- > Skills in supervisory theory.

**Other Details**

- > NIL

## 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, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

## SA Health Challenges

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

## Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

|              |  |
|--------------|--|
| Statewide    | > Women's and Children's Health Network  |
| Metropolitan | > Central Adelaide Local Health Network<br>> Southern Adelaide Local Health Network<br>> Northern Adelaide Local Health Network  |
| Regional     | > Barossa Hills Fleurieu Local Health Network<br>> Yorke and Northern Local Health Network<br>> Flinders and Upper North Local Health Network<br>> Riverland Mallee Coorong Local Health Network<br>> Eyre and Far North Local Health Network<br>> South East Local Health Network |

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)





**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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

**Role Acceptance**

I have read and understand the responsibilities associated with the Social Worker in Rehabilitation, Aged and Palliative Care and organisational context and the values of SA Health as described within this document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date