



## ROLE DESCRIPTION

<b>Role Title:</b>	Social Worker		
<b>Classification Code:</b>	AHP2	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Allied Health Directorate – Repat Health Precinct/Hampstead Rehabilitation Centre		
<b>Division:</b>	SA Brain Injury Rehabilitation Service (SA BIRS)		
<b>Department/Section / Unit/ Ward:</b>	Social Work – Brain Injury Rehabilitation Community & Home (BIRCH)		
<b>Role reports to:</b>	Director Social Work via Manager Social Work		
<b>Role Created/ Reviewed Date:</b>	December 2022		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<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)		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The Social Worker is an experienced clinician who, as a member of the interdisciplinary team, delivers social work services to clients with a complex brain injury to maximise their potential to achieve optimum independence and quality of life. This will require involvement with clients and families from a variety of cultural backgrounds and beliefs</p> <p>The social worker provides clinical support and guidance to less experienced social workers and students and contributes to education, quality improvement and planning activities.</p> <p>The social worker may assist the Principal Clinician Social Work SA BIRS, and senior social workers by representing the discipline in service development as requested.</p>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>Accountable to the Program Manager, SA Brain Injury Rehabilitation Service for interdisciplinary service provision.</li> <li>Reports to and receives clinical advice, guidance and supervision from the delegated senior social worker or Principal Clinician Social Work, and/or the Manager Social Work.</li> <li>Works closely with and provides clinical support to allied health assistants and supervision to AHP1 social workers.</li> <li>Works closely with medical, nursing and other allied health members of the interdisciplinary team.</li> </ul> <p><u>External</u></p>

- Maintains working relationships with stakeholders including clinical staff of referring units and services, and across the rehabilitation sector and colleagues in regional South Australia.

### Challenges associated with Role:

Major challenges currently associated with the role include

- Management of a client group with complex health, cognitive and psychosocial presentations.
- Discharge planning in complex clinical situations
- Management of work priorities within a fast-paced and dynamic health environment

### Delegations:

**Delegated Level Nil** in accordance with CALHN's Delegation of Authority Document

**Staff supervised:** Indirect - AHP1 social workers, allied health assistants (AHA2)/Recreation Coordinators/Officers (OPS2/3)

### Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.
- May be required to perform duties pursuant to a roster across variable hours over five (5), six (6), or seven (7) days of the week and/or work reasonable overtime, including out of hours/weekend work. Rostering arrangements may be reviewed/varied, in order to meet organisational requirements.
- Expected to provide placements for Social Work students where they are offered opportunities to observe and participate in all aspects of social work in a tertiary and community healthcare settings.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- May be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.

## General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 by 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)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

## 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 both CALHN and the broader SA Health values and strategic directions.

## 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 Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

**Resilience:**

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

**Integrity Statement:**

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Service Delivery</b></p>	<ul style="list-style-type: none"> <li>• Uses increased professional knowledge and skill to provide social work assessments, make interpretations of assessment findings, and formulate and implement social work intervention plans in collaboration with clients, carers and relevant other clinicians.</li> <li>• Manages, with reduced supervision, complex clinical situations, ie when more advanced problem solving, professional decision-making and practice skills are required.</li> <li>• Provides appropriate interventions to clients.</li> <li>• Supports AHP1 social workers and allied health assistants in social work service delivery.</li> <li>• Orientates new social work staff to their discipline specific roles and shares expertise across disciplines.</li> </ul>
<p><b>Interdisciplinary Practice</b></p>	<ul style="list-style-type: none"> <li>• Coordinates therapy strategies with clients, the interdisciplinary team, family and significant others.</li> <li>• Liaises with other members of the professional team and significant others in matters pertaining to individual clients to ensure the social work service is client centred, taking into account the client's cultural background and beliefs.</li> <li>• Uses well developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service.</li> <li>• Participates in collaborative client and team goal setting and discharge planning which directs client-centred care addressing medical, functional and quality-of-life goals.</li> <li>• Develops and implements therapeutic and educative groups in conjunction with the interdisciplinary team.</li> <li>• Actively contributes information, feedback and ideas that assist discipline and service planning and review.</li> <li>• Contributes to the prioritisation of clinical demands and cases, incorporating risk management and resource allocation principles.</li> </ul>
<p><b>Training and Development</b></p>	<ul style="list-style-type: none"> <li>• Actively contributes to the continuing professional development of the team, discipline and other staff.</li> <li>• Contributes to performance review programmes of the particular service.</li> <li>• Supervises social work students on clinical placements with input from the Principal/Senior Social Worker.</li> <li>• Displays a commitment to continuous personal and professional development and pursuing professional development opportunities.             <ul style="list-style-type: none"> <li>- Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge.</li> <li>- Participating in the SA Health Clinical Supervision Framework with an experienced discipline senior clinician.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Applying well-developed reflective practice skills and supporting staff and students to develop reflective practice skills.</li> <li>- Utilising the support of mentors and peers.</li> <li>- Actively participating in the Professional Development and Review (PR&amp;D) process.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Records information regarding assessments and interventions in the client’s medical record in an accurate and timely manner.</li> <li>• Contributes to the monitoring, review and evaluation of compliance with standards of care, quality and safety performance, patient outcomes.</li> <li>• Monitors and evaluates intervention outcomes and the effectiveness of therapy.</li> </ul>
<b>Quality Improvement, Research and Education</b>	<ul style="list-style-type: none"> <li>• Maintains a strong evidence-based, customer focus.</li> <li>• Ensures a commitment to continuous improvement – identifying, reporting and actively working on opportunities for quality improvement.</li> <li>• Participates in quality improvement and research activities linked to the service’ and organisation’s strategic direction, particularly those enhancing clinical care.</li> <li>• Collects required data to evaluate service effectiveness.</li> </ul>
<b>Development and innovation</b>	<ul style="list-style-type: none"> <li>• Participates and assists with the review of discipline specific policies and procedures in collaboration with the Senior Social Worker SA BIRS, and Principal Clinician, Social Work, SA BIRS.</li> <li>• Incorporates evidence-based principles and/or accepted best practice in the selection and application of social work methods and techniques.</li> <li>• Liaises with other clinicians and provides advice around equipment prescription and ongoing rehabilitation and support needs.</li> <li>• Participates in working parties, committees and other relevant meetings.</li> </ul>
<b>Safe and Healthy work environment for self and others</b>	<ul style="list-style-type: none"> <li>• Carrying out responsibilities as detailed in organisational occupational health, safety and injury management policies and procedures.</li> <li>• Implementing and monitoring relevant Work Health and Injury Management policies and procedures with their work area.</li> <li>• Identifying hazards, risks, assessing risk and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees.</li> <li>• Participating in Work Health, Safety and Injury Management planning.</li> <li>• Providing staff with the necessary information, instructions, training and supervision to effectively and safely carry out their work.</li> <li>• Maintaining relevant Work Health, Safety and Injury Management documentation.</li> <li>• Consulting with health and safety representatives, committees and staff on changes to the workplace, which have the potential to impact on health and safety.</li> </ul>

### **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:**

- Demonstrated skills in social work, including individual, group work, assessment and treatment for adults with neurological disorders.
- Ability to apply sound professional judgement, with reducing professional supervision, to situations ranging from the standard to the more complex.
- Demonstrated ability to use initiative and creative problem solving in clinical service delivery to respond to the needs of patients, the team and the organisation.
- Ability to set priorities, organise activities and achieve timely outcomes in a range of clinical and non-clinical situations.
- Demonstrated ability to work with and support clients and carers with diverse value systems, cultural differences and special needs in a tactful, sensitive and ethical manner.
- Ability to provide timely, accurate, legible and complete clinical records and workload data
- Highly developed written and oral communication skills.
- Ability to foster a culture that values critical thinking and problem solving, and encourages constructive feedback, engagement, respectful behaviour, inclusion and diversity at all levels
- Ability to work effectively within an inter-disciplinary team and contribute to the development and attainment of team and patient goals.
- A commitment to on-going personal and professional development.
- Physical strength, flexibility and endurance sufficient for the manual handling requirements of the case load.

#### **Experience**

- Experience in a health setting that provides services to adults in a multidisciplinary or interdisciplinary environment.
- Experience in managing complex clinical situations with reduced professional supervision.
- Experience in developing co-operative working relationships with staff from different professions both internal and external to the organisation.

#### **Knowledge**

- Well-developed evidence based clinical knowledge, sufficient to enable safe and effective work with reduced supervision in any of the areas covered by the social work service.
- Familiar with various medical/ clinical documentation.
- Awareness of responsibilities with regard to work health and safety.
- Understanding of confidentiality and privacy principles protocols.
- Familiar with relevant state government legislation such as the Equal Opportunity and Work Health and Safety Act 2012 (SA) and Return to Work Act 2014 (SA)).

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational**

- Relevant Post graduate study/courses.

### **Personal Abilities/Aptitudes/Skills:**

- Ability to prioritise a varying caseload.
- Ability to facilitate teamwork.
- Ability to implement evidence-based, client-focused, holistic practice in situations ranging from the standard to the more complex.

### **Experience**

- Experience with acquired brain injury and/or traumatic brain injury rehabilitation.
- Experience in the evaluation of clinical practice.
- Experience in working in an inter-disciplinary setting.
- Experience in supervision of staff or students.
- Experience in the technological needs of individuals with a disability and /or culturally and linguistically diverse backgrounds.

### **Knowledge**

- Understanding the needs of individuals with a disability and /or culturally and linguistically diverse backgrounds



## **Organisational Context**

### **Organisational Overview:**

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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

### **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.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### **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 Strategic 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.

### **Central Adelaide Local Health Network:**

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- Statewide Rehabilitation Services – Repat Health Precinct (RHP)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA

Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

## **Division/ Department:**

### **Allied Health Directorate**

The Allied Health Directorate provides management and governance for allied health services across Central Adelaide LHN. Allied health professionals are a key part of the multidisciplinary clinical team delivering a range of clinical, diagnostic and support services in hospital, ambulatory and community health settings. Allied health is a collective term for a number of professional groups each with distinct identities, educational pathways, professional registration or membership requirements.

The Allied Health Directorate consists of discipline-based departments operating across Central Adelaide campuses, the Reform and Quality Unit as well as hosting a number of specialist functions such as the Aboriginal and Torres Strait Islander Liaison Unit, The Wellness Centre and Healthcare Chaplains.

The Allied Health Directorate also provides professional support for allied health staff and services governed by other parts of Central Adelaide and work closely with the Clinical Directorates across Central Adelaide.

The Allied Health Directorate administers approximately \$30M and employs around 600 staff.

## **Social Work:**

Social Work services in CALHN are a professional and academic discipline within the LHN with a range of broad and diverse roles. The services are integrated across acute, subacute, mental health and community settings, forming strong and supportive team.

Social Workers in CALHN work with individuals, families, groups and communities. Work focuses on improving an individual's wellbeing and identifying and addressing issues that may impact on this or looking at larger, systemic issues that relate to disadvantaged or vulnerable groups and communities.

Social Workers work across campuses and services in CALHN and undertake roles in case management, discharge planning, counselling, advocacy, community engagement, education and research.

## **South Australian Brain Injury Rehabilitation Services (SA BIRS)**

The South Australian Brain Injury Rehabilitation Service is a statewide service providing rehabilitation services for people suffering traumatic or acquired brain injury. Clients of the service have complex physical, cognitive, perceptual, communication, social and/or behavioural issues frequently compounded by mental health issues and substance abuse. In addition, SA BIRS provides consultative and specialist support to other therapists and services relating to acquired and traumatic brain injury.

**Brain Injury Rehabilitation Unit (BIRU)** is a designated post-acute inpatient rehabilitation ward for clients with a traumatic or acquired brain injury with complex physical, cognitive, communication or

behavioural needs. BIRU is located at Repat Health Precinct and provides skilled 24 hour management to this highly complex group through an interdisciplinary approach.

**Brain Injury Rehabilitation Community & Home (BIRCH)** is a specialised interdisciplinary team that provides rehabilitation for adults with an acquired brain injury who are living in the community. BIRCH is located at Hampstead Rehabilitation Centre and Repat Health Precinct and provides lifestyle-focussed rehabilitation through an inter-disciplinary approach.

Other SABIRS services include **Concussion and Mild Brain Injury (CAMBI)** and **Medical and Spasticity Clinics**.

## Values and behaviours

### Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

#### Values

*People first*

#### Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues' shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

*Ideas driven*

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

*Future focussed*

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

*Community minded*

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

### 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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

### Approvals

#### Role Description Approval

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

**Name:** J Beaty

**Role Title:** Director Audiology & Speech Pathology CALHN

**Signature:**

**Date:** October 2022

### Role Acceptance

#### Incumbent Acceptance

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

**Name:**

**Signature:**

**Date:**