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## SA Health Job Pack

Job Title	Social Worker
Job Number	663869
Applications Closing Date	24 August 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Mental Health Services
Location	Various
Classification	AHP1
Job Status	Casual
Hourly Rate	\$31.44 - \$38.42 per hour + 25% casual leave loading

## 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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Louise Hann
Phone number	7425 8500
Email address	<a href="mailto:louise.hann@sa.gov.au">louise.hann@sa.gov.au</a>

# 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



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>Role Title:</b>	Social Worker - Casual
<b>Classification Code:</b>	<b>AHP1</b>
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Mental Health
<b>Department/Section / Unit/ Ward:</b>	Carramar Community Team / Marion Community Team
<b>Role reports to:</b>	<b>Operationally:</b> <b>Professionally:</b>
<b>Role Created/ Reviewed Date:</b>	May 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <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)

### Job Specification

#### Primary Objective(s) of role:

Working as a part of the integrated multi-disciplinary team of community mental health service, the Social Worker undertakes care coordination and is responsible for the delivery of a range of other clinical activities, including care planning, clinical review, psychosocial assessment and Mental Health Assessments consistent with the Clinical Business Rules.

The Social Worker provides clinical services to consumers whose severity of mental disorder and/or level of disability necessitates regular review and follow-up to facilitate improved functioning and community tenure.

The Social Worker works collaboratively with consumers, families/carers with the aim of maximising wellbeing, assisting stabilisation of mental health, and building capacity for self-management to enable maintenance of community tenure. The Social Worker will liaise closely with a network of stakeholders concerned with the delivery of services to mental health consumers.

#### Key Relationships/ Interactions:

##### Internal

- Accountable to the Team Manager for operational purposes
- Accountable to the Principal Social Worker for professional practice
- The Social Worker will receive professional clinical supervision from the Senior Social Worker
- Maintains close collaborative working relationships with the multi-disciplinary team
- Accepts direction from the Clinical Coordinator for clinical workflow.
- Accepts direction from the Lead Clinician in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care

##### External

- Builds and maintain relationships with other mental health teams and services, including primary health care to ensure an integrated service delivery.

#### Challenges associated with Role:

Major challenges currently associated with the role include:

- Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies
- Working appropriately and in a culturally respectful way with Mental Health Consumers, their families and care providers where there are multiple complexities and diverse cultural backgrounds and expectations of clients.
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately

<b>Delegations:</b> (as defined in SALHN instruments of delegations)	
Financial	N/A
Human Resources	N/A
Procurement	N/A

<b>Resilience:</b>
SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

<b>Performance Development:</b>
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 SA Health values and strategic directions.

<b>General Requirements:</b>
<ul style="list-style-type: none"> <li>Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:</li> <li><i>Work Health and Safety Act 2012</i> (SA) and when relevant WHS Defined Officers must meet due diligence requirements.</li> <li><i>Return to Work Act 2014</i> (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.</li> <li>Meet immunisation requirements as outlined in the <i>Immunisation for Health Care Workers in South Australia Policy Directive</i>.</li> <li>Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</li> <li><i>Children's Protection Act 1993</i> (Cth) – 'Notification of Abuse or Neglect'.</li> <li>Disability Discrimination.</li> <li>Information Privacy Principles.</li> <li>Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, <i>Health Care Act 2008</i>, and the SA Health (Health Care Act) Human Resources Manual.</li> <li>Relevant Australian Standards.</li> <li>Duty to maintain confidentiality.</li> <li>Smoke Free Workplace.</li> <li>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.</li> <li>Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.</li> </ul>

<b>Handling of Official Information:</b>
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>SA Health employees will not misuse information gained in their official capacity.</li> <li>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.</li> </ul>

**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 Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- 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 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.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

*"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."*

*"Commitment to achieving and complying with National Safety & Quality Health Service Standards."*

### **Contribute to the provision of high quality clinical services to consumers by:**

- Undertaking a clinical caseload and providing individual Care Coordination
- Undertaking assessments and planning positive outcome-focussed interventions with each consumer within a case load.
- Evaluating the progress made with each consumer, and when appropriate, facilitating "closure".
- Providing social work consultation and assistance to other members of the integrated mental health team to meet the mental health care needs of the consumers.
- Requesting the assistance of other disciplines when necessary, to contribute to the consumer's rehabilitation plan.
- Offering specialist group, or individual programs according to own knowledge base and individual skill, as determined by service/team requirements.
- Providing or arranging services which develop the consumers' skills of living, enhance capacity for independence and increase life skills;
- Assisting in the development, implementation and evaluation discipline specific programs utilising Social Work expertise.
- Working assertively with families and carers by:
  - ensuring that family and carer input is recognised and their needs addressed.
  - offering opportunities to be involved in program planning.
  - taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services.
- Undertaking team responsibilities such as a shift coordinator, rapid response worker and/or booked assessments as delegated.
- Participating in triage of referrals including obtaining information from referral sources and obtaining historical and collateral information.
- Ensuring practice is in accordance with the Mental Health Act 2009, the Guardianship and Administration Act, National Practice Standards for the Mental Health Workforce, National Mental Health Strategy and UN Principles on the Protection of People with a Mental Illness and improvement in mental health care, and professional discipline code of conduct.

### **Working collaboratively with consumers and their families or carers by delivering social work / clinical services that may involve:**

- Applying and evaluating specific social work therapeutic interventions eg individual counselling, family therapy, crisis intervention, family and carer support
- With support, developing and delivering therapeutic groups for consumers and families/carers
- Undertaking health promotion activities eg developing and implementing educational services as required
- Disseminating information on rights, benefits and services as required
- Facilitating and maintaining linkages to appropriate community resources
- Providing community liaison and education to families, carers and the community about mental illness and recovery
- Advocating for and on behalf of consumers and groups
- Developing community networks which are responsive to the identified needs of consumers
- Working in conjunction with government and non-government agencies to effectively coordinate service provision.

### **Provide continuity of care and support for the consumer through mental health and wider health and social systems by:**

- Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities.
- Linking and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors.
- Advocating for and negotiating on behalf of the consumer with relevant groups/organisations.
- Communicating with other mental health professionals when consumers move across the Sector boundaries.

**Participate in community development and educational activities by:**

- Responding to requests to provide mental health consultation/information.
- Initiating educational activities within the local community which raise awareness of the needs, treatment and other issues associated with mental illness.
- Liaising and collaborating with other agencies, health care professionals and service providers to determine how to best meet the needs of people who have a mental health problem and ensure best outcomes for consumers.

**Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:**

- Assisting with the development and establishment of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

**Promote cooperation, teamwork and consumer involvement by:**

- Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community.
- Participating in communication forums with staff, consumers, their families and carers.
- Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships;
- Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback.
- Providing discipline specific expertise to assist in planning consumer programs.

**Contribute to the achievement of professional social work expertise through the maintenance of ongoing personal professional development/continuing education by:**

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area.
- Promoting social work philosophy, principles, ethics and values in all aspects of professional practice.
- Providing and modelling the delivery of social work recovery practice to address consumer issues.
- Actively participating in professional social work supervision.
- Reflecting critically on own professional practice
- With experience, provide supervision and training for Social Work students
- Under direction, participate in Social Work projects
- Participating as a member of the Social Work disciplinary group.

**Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.**

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Person Specification

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

- An appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.
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#### Personal Abilities/Aptitudes/Skills

- *“Proven commitment to the principles and practise of:*
    - *EEO, Ethical Conduct, diversity and WHS;*
    - *Quality management and client oriented service;*
    - *Risk management.”*
  - Must be highly motivated and have the ability to engage with consumers who have extremely high service needs.
  - Ability to work collaboratively with consumers, carers, other agencies and community services to develop care plans and co-ordinate comprehensive service provision for consumers who have enduring and complex needs.
  - Basic social work skills including psychosocial assessment, counselling, individual and group work, relationship and family therapy, crisis intervention and brief therapy.
  - Skills in psychosocial rehabilitation practices and individualised program planning.
  - Ability to work cohesively within a multi-disciplinary team.
  - Ability to effectively and efficiently manage time and other resources.
  - Ability to work without direct supervision and exercise professional judgement in decision-making.
  - Ability to effectively communicate in written and verbal form, with individuals and groups.
  - Ability to evaluate social work outcomes.
  - Ability to act in an ethically appropriate manner.
  - Commitment to engage in supervision and on-going professional development
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#### Experience

- Experience in collaborative development, implementation and monitoring of planned interventions for consumers with complex needs.
  - Successful participation in a multidisciplinary team environment.
  - Experience in computing, including email and word processing.
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#### Knowledge

- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards
- Knowledge of the AASW Code of Ethics



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## DESIRABLE CHARACTERISTICS

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### Personal Abilities/Aptitudes/Skills

- Ability to undertake a bio-psychosocial assessment, including mental state examination and risk assessment.
  - Ability to plan and provide culturally and linguistically appropriate services to consumers, family and/or carers.
  - Ability to work from a recovery framework with consumers, family and/or carers.
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### Experience

- Proven experience in basic computing skills, including email and word processing
  - Experience working with people who have a mental illness, their families and/or carers.
  - Experience in clinical Care Coordination role.
  - Experience in health promotion and community education.
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### Knowledge

- Awareness of the Charter of Health and Community Services rights.
- Knowledge of Practice Standards for Mental Health Social Workers.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge of community resources, formal and informal, relevant to those having enduring and severe mental disorder and disability.
- Knowledge of current psychiatric diagnostic and classification system and assessment tools.
- An understanding of South Australian Mental Health Act and Guardianship and Administration Act.
- Knowledge of basic methods of research and evaluation of social work interventions.

### 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, socio economic, 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### 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 Care 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.

### Health Network/ Division/ Department:

*The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.*

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### 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 – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – 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.

### SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

### SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

## Approvals

### Job and Person Specification Approval

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

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Role Acceptance

#### Incumbent Acceptance

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

**Name:**

**Signature:**

**Date:**