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SA Health Job Pack

Job Title	Social Worker - Palliative Care
Eligibility	Open to Everyone
Job Number	870621
Applications Closing Date	12/7/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community and Allied Health Service
Location	Gawler/Barossa
Classification	AHP2
Job Status	Temporary Part-time position working 22.5 hours per week up to 27 June 2025
Salary	\$86,950 - \$100,729 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

POSITION DESCRIPTION OFFICIAL



Job Title	Palliative Care – Social Worker	Classification	Allied Health Professional Level 2 (AHP2)	Position Number	P20112
Local Health Network	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)	Term		Position Created	
Area	Community and Allied Health	FTE	0.6	Last Updated	
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input type="checkbox"/> NDIS Worker 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 Palliative Care Social Worker applies clinical experience, specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of clients living with a life-limiting illness. The Palliative Care Social Worker works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Palliative Care Social Worker utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches

Qualifications

Must hold a recognised qualification within the Social Work profession, and be eligible for practicing membership of the Australian Association of Social Workers. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional association accredited continuing professional development program.]

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

Barossa Hills Fleurieu Local Health Network Inc. welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace Barossa Hills Fleurieu Local Health Network Inc. is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions

- *NB Reference to legislation, policies and procedures includes any superseding versions
- 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 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
 - 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 employment involving unsupervised contact with vulnerable groups.
 - Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
 - National Police Certificates must be renewed every 3 years thereafter from date of issue.
 - Working With Children Checks must be renewed every 5 years thereafter from date of issue.
 - NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
 - 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.
 - Will be required to comply with the requirements of the BHFLHN Procedure for Credentialling Allied Health and Scientific Health Professionals
 - Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
 - A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
 - Flexibility and some out of hours work may be required.

Key Relationships

- Receives line supervision from the Allied Health Team Leader
- Receives clinical supervision, advice, and support from AHP3 Social Worker under formal arrangement in accordance with the *Local Health Network's 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 Social worker.
- 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.

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Apply professional expertise, utilising generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills. 1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession. 1.3 May provide a broad range of clinical and consultative services across a range of service settings.	<ul style="list-style-type: none"> • Contribute social work expertise regarding Anticipatory Grief and Psychosocial Palliative Care to the development and delivery of a comprehensive integrated & multi-disciplinary Palliative Care Service • In collaboration with the Allied Health Team Leader and Social Work team, contribute social work

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	<p>1.4 Manage and prioritise personal workload and support others in developing workload management plans, including in the allocation of team resources.</p>	<p>expertise to the development, coordination, delivery, monitoring and evaluation of a comprehensive and integrated & multi-disciplinary community based service to eligible clients across the BHF Region.</p> <ul style="list-style-type: none"> ▪ Contribute professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health unit / region. ▪ Manage a case load of clients with complex needs and support other team members in managing the demands of the service. ▪ Work across the Gawler and Barossa areas to provide specialised psychosocial support to palliative care clients and their families/caregivers according to Social work clinical priorities..
<p>2. Personal and Professional Development</p>	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and 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. 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).</p>	<ul style="list-style-type: none"> ▪ Receive clinical direction, advice, mentorship and support from the LHN's Clinical Senior Social Work Leadership Group. ▪ Develop and maintain inter and intra-professional clinical networks within the BHF region, BHFLHN and South Australia, actively sharing and seeking out knowledge of effective practice ▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your Team Leader, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Social Worker. Fulfill all obligations under this agreement, and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within the BHF region, BHFLHN and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the BHFLHN Social Work Network ▪ Provide clinical support to less experienced professional staff in the BHF Health Improvement Team ▪ Contribute to the supervision of social work students on clinical placement]

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<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>	<ul style="list-style-type: none"> ▪ Adopt a proactive approach to developing knowledge of different cultural approaches to death and dying. ▪ Support clients / carers / families across the Patient Journey to ensure the timely response and initiation of referrals, accurate information and risk assessment, coordinated care and timely interventions.] ▪ Ability to engage with aboriginal community/ consumers in a culturally appropriate manner and a willingness to undertake further training in this manner
<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.</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"> ▪ Maintain professional documentation and contribute to development of individual care plans ▪ Contribute to the review, development and adaptation of clinical and administrative resources to palliative care services ▪ Ensure accurate and timely completion of documentation and reporting requirements of the LHN
<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 across the BHFLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of this Local Health Network's 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 SA Health and BHFLHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Develop and maintain close working relationships with Team Leaders, Community support workers, allied health professionals, nursing and other staff. ▪ Work as a member of the multi-disciplinary Palliative Care team. ▪ Contribute to positive client outcomes through proactive future planning, with a particular focus on recognition of disease progression impact on client function as well as anticipatory grief and legacy planning. ▪ Adherence to standardized communication and documentation protocols ▪ Actively participate in the BHF and Regional Social Work and Allied Health networks.
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards and support supervised staff / students to comply with requirements.</p>	<ul style="list-style-type: none"> ▪ Contribute to the development of innovative and effective models of Allied Health Professional

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	<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>	<p>service provision for Palliative Care both at the local and country level.</p> <ul style="list-style-type: none"> ▪ Contribute to Allied Health service development by participating in service evaluation. ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Palliative Care services in the LHN. ▪ Support the Team Leader and Clinical Senior Social Worker in developing reports, submissions and proposals in relation to Palliative Care. 	
<p>Approved by Authorised Officer</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____ Date: _____</p>	<p>Accepted by Incumbent</p>	<p>Name: _____</p> <p>Signature: _____ Date: _____</p>

APPLICANT GUIDELINES

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Health
Barossa Hills Fleurieu
Local Health Network

Job Title	Dietitian	Classification	AHP2
LHN	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)	Term	
Area	Community and Allied Health	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
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience relevant to this role: <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 c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & problem solving skills
2. Personal & professional development	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 b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to Barossa Hills Fleurieu Local Health Network Inc's services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centered practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, teamwork and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research

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