

POSITION DESCRIPTION

Grade 2 Social Worker



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Grade 2 Social Worker
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2020-2021, or its successor
Position Classification:	SC21 to SC24
Who does this position report to:	Manager Social Work; Operational Director Allied Health and Ambulatory Services
Does this position manage or supervise others:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Workplace Location:	Green Street Campus or Community Care Centre
Primary purpose of the position:	<p>The primary role of the Grade 2 Social Worker is to be responsible for the planning, implementation, evaluation and delivery of Social Work Services in designated Program areas that are aligned with NHW's vision, operational and strategic goals.</p> <p>The Grade 2 Social Worker will provide high quality Social Work services including assessment and interventions to NHW clients and significant others, across the organisation. This will require collaboration with clients, families and staff both across the organisation and with external service providers.</p> <p>As a grade 2 Allied Health Practitioner (AHP) you may be required to work in various locations including client homes and programs within NHW and external services as required during peak periods.</p>
Position Description reviewed:	January 2022

Key Accountabilities:

1. Demonstrate well-developed interpersonal skills that foster respect and a positive working environment
2. Maintain a high level of professional clinical skill and professional competency
3. Ability to work autonomously, and within a team and be responsive to direction from direct reports.
4. Highly developed time management, including patient scheduling, booking of appropriate resources, and record keeping to ensure excellence in client care
5. Provide high level of Social Work assessment, goal setting, intervention, advocacy and discharge planning for patients/clients and their significant others
6. Act to maintain and expand levels of current knowledge, theory and skill in order to provide quality, accountable and transparent practice

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7.	Identify and document clear client centered goals; establish plans for completing client goals with the view to client self-management and discharge
8.	Identify need for; plan and chair family, MDTM, and other meetings as required
9.	Assist with Advanced Care Planning and carer support
10.	Liaise with other health professions to ensure a multidisciplinary approach to patient care including goal identification, review and completion and discharge planning
11.	Provide education to individuals and groups
12.	Participate in Health promotion activities
13.	Actively participate in Case Review inclusive of clear, appropriate and achievable goal setting and articulation of progress towards goals
14.	Identification of and participation in Quality improvement activities that: 1) Increase productivity and effectiveness for patient care and; 2) Promote excellence and enhance the Social Work service
15.	Ensure a dynamic and vibrant Social Work service that is evidence based
16.	Work closely with the multidisciplinary team to ensure excellence in client centred care that focuses on quality client outcomes
17.	Complete Data entry (statistics) in a timely fashion as per program requirements
18.	Timely and accurate recording of patient interactions and in line with NHW documentation Policy and relevant legislation
19.	Identification and escalation of Issues to Social Work Manager
20.	Communicate with the Operational Director of Allied Health & Ambulatory services- as required
21.	Actively participate in relevant team meetings - program and discipline
22.	Assist in the development and implementation of the annual Social Work Operation Plan
23.	Take responsibility for scheduling, attending and active participation in Clinical Supervision
24.	Supervision of Grade 1 Social Workers and/or AHA's as directed by Social Work Manager
25.	Facilitation of performance appraisal with grade 1 as directed by Social Work Manager
26.	Maintain clinical load while managing competing priorities within a busy and demanding workplace
27.	Ensure that work is conducted in a manner that demonstrates respect for culturally and/or diverse communities and backgrounds
28.	Establish and maintain collaborative relationships with staff across NHW and with external service providers
29.	Ensure that services are provided in a manner that meets compliance with relevant legislation and standards
30.	Practice within the AASW Code of Ethics and AASW Practice Standards for Social Workers
31.	Develop, implement, and evaluate policies, procedures and standards to ensure best practice
32.	Host and provide mentoring/supervision to VET, work experience and Undergraduate students as required
33.	Work within Social Work scope of practice and refer on where appropriate
34.	May be required to work out of hours including on weekends as required
35.	Other tasks as directed

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Key Relationships:	
Internal	External
1. Operational Director of Allied Health and Ambulatory services	1. Counterparts at Other Regional Health Services
2. Social Work Manager	2. Local Agencies, community services/referral points
3. Medical, Nursing and Allied Health Staff	3. Service Clients, Carers and Family Members
4. VMO's	4. Residential Aged Care Providers
Key Selection Criteria:	
1. Approved Degree in Social Work that allows eligibility for full membership of the Australian Association of Social Workers (AASW)	
2. Demonstrated experience in clinical Social Work and/or interest in Health Social Work	
3. Possess a sound knowledge of Social Work theory and intervention strategies	
4. Excellent interpersonal and communication skills; written and verbal, computer literacy and the ability to produce well written reports	
5. Display excellent organisational, prioritisation, assessment, negotiation, problem solving, and advocacy skills	
6. Ability to work both independently and as part of a multidisciplinary team participating as a positive role model that is professional, supportive and inclusive	
7. Experience in the provision of social work supervision to students and/or staff	
8. Demonstrated ability to identify and actively participate in quality activities to positively influence change	
9. Understanding of, and commitment to Client and Family centred care	
10. Evidence of, and commitment to ongoing professional development and lifelong learning	
11. Demonstrated ability to initiate and maintain effective professional relationships and/or partnerships	
12. Demonstrated ability to monitor, evaluate and modify own performance through reflective practice	
13. Current driver's license (desirable)	
In addition to the above, all staff must have an remain current for continued employment, the following:	
1. Covid-19 Vaccination	
2. A current National Police Check (renewed every 3 years)	
3. A current Employer Working with Children Check (renewed every 5 years)	
4. A current Employer Working with Children Check (renewed every 5 years)	
Immunisation:	
It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination required.	
Diversity:	
We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.	

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Mandatory Training:

It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.

Performance & Accountability:

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.

Quality and Risk Management:

In order to help ensure continued employee, patient safety and quality of care:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve

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the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:

Signature:

Date:

POSITION DESCRIPTION – Jobs Demands Checklist

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	Grade 2 Social Worker
Department / Unit:	Social Work
Workplace Location:	Green Street Campus

Frequency Definitions:

I Infrequent - intermittent activity exists for a short time on a very infrequent basis	C Constant - activity exists for more than 2/3 or the time when performing the job
O Occasional - activity exists up to 1/3 of the time when performing the job	R Repetitive - activity involved repetitive movements
F Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	N Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks			X			
Standing	Remaining standing without moving about to perform tasks			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps		X				
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)		X				
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)						X
Reaching	Arms fully extended forward or raised above shoulder		X				
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward)		X				
Hand & Arm Movements	Repetitive movements of hands and arms		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work						X

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Driving	Operating any motor powered vehicle		X					
Sensory Demands:								
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc				X			
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries				X			
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals							X
Taste	Use of taste is an integral part of work performance, eg: Food preparation							X
Touch	Use of touch is an integral part of work performance		X					
Psychosocial Demands:								
Distressed People	Eg: Emergency or grief situations.				X			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.				X			
Unpredictable People	Eg: Dementia, mental illness, head injuries.				X			
Environmental Demands:								
Dust	Exposure to atmospheric dust.	X						
Gases	Working with explosive or flammable gases requiring precautionary measures.							X
Fumes	Exposure to noxious or toxic fumes.							X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.							X
Hazardous Substances	Eg: Dry chemicals, glues.							X
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X						
Inadequate Lighting	Risk of trips, falls or eyestrain.	X						
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.	X						
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X						
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X						
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.	X						
The area below is for any special comments or notes on significant physical or other demands required to perform this job:								
Nil								