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| **Position Title** | Social Worker |
| **Position Number** |  |
| **Department** | Community Services |
| **Classification** | Grade 3 |
| **Agreement** | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021- 2026 |
| **Reports to:** | Direct - Manager Allied Health  Indirect - Director Community Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Lead a small team to provide high quality and effective Social Work services for consumers and residents across multiple settings including the community; people with chronic disease at risk of hospital admissions; people transitioning to residential aged care; and those admitted to an acute bed. Provide supervision to a small team of Social Workers and Social Work students to prioritise referrals, achieve service delivery targets and implement improvement activities. Participate and contribute to relevant clinical review committees and contribute to the review and development of clinical policies and procedures.

**Department / Unit Specific Overview:**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services to the Ararat rural community. We offer outreach services to Willaura as well as Bush Nursing Centres in Lake Bolac and Elmhurst, and provide contracted clinical services to specialist and correctional facilities in the immediate region. Our services include Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education and Social Work. These services support other clinical areas including our acute and residential aged care patients/residents. Our community health centre also hosts clinics and consulting for visiting surgeons and specialist nursing.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Lead the Social Work team, providing clinical supervision of other Social Workers and Allied Health Assistants and supervise and train students on placements.
* Triage and prioritise referrals to ensure timely service provision for consumers with social work needs and allocate referrals according to acuity, skills and workload
* Provide and oversee social work services and ensure services provided meet contracted or agreed requirements and targets
* Provide and oversee the delivery of timely assessments and care in EGHS’ Residential Aged Care Facilities, Acute and Community based services.
* Prioritise competing demands to ensure Social Work services and staff supervision are delivered in a timely fashion, and deadlines and responsibilities are met
* Ensure best practice and relevant clinical guidelines are embedded in the Social Work team’s model of service delivery
* Lead monthly team meetings and represent Social Work at multi-disciplinary team and clinical review meetings
* Promote a culture of learning within the team and facilitate sharing of skills and knowledge. Ensure all team members undertake an annual Professional Development Plan, attend mandatory education and are supported to attend relevant professional development
* Provide timely review of current policies and procedures and forms relevant to the Social Work service and contribute to the development of new policy as required
* Assist with the recruitment and induction of team members
* Provide person-centred and co-ordinated multi/interdisciplinary services to assist clients in achieving their optimum level of independence
* Accept accountability for own actions and seek guidance when limited by own expertise
* Participate in mandatory education and maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars and educational opportunities
* Participate in the annual Performance Development Process, identifying key areas for professional and personal growth
* Ensure accidents/incidents are appropriately documented in timely manner and relevant preventative action taken
* Effectively represent the Social Work team and EGHS its interests in external forums
* Adhere to EGHS Equal Employment Opportunities policies and practices

**Key Performance Indicators**

Key performance measures are how you will be measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of the appointment and then to be reviewed on an annual basis. Measured in accordance with the capabilities outlined in the Capability assessment - Grade 3 Allied Health Professionals

* Demonstrates practice within the Vision, Mission and Values of EGHS
* Demonstrate a commitment to organisational change and lead a team culture that is innovative, pro-active and service user focussed
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement
* Demonstrates commitment to personal and professional development and participates as an active member of a team
* PDP and supervision for other members of the Social Work Team

Key Selection Criteria

**Essential Criteria:**

* Bachelor of Social Work Degree (or qualifying Masters)
* Eligible for membership of the AASW
* Advanced social work skills evidenced by four or more years post-qualifying professional experience in a hospital, community based or other relevant setting
* Demonstrated knowledge of the application of social work theory, practice frameworks in the context of the current aged care environment
* Experience with trauma informed counselling and therapy
* Highly developed interpersonal and communication skills with the ability to work with people from diverse backgrounds
* Experience working as a member of a multidisciplinary team in the delivery of services to the community
* Experience in providing supervision to staff and students
* Evidence of ongoing commitment to professional development
* Commitment to quality, best practice and environmental safety
* Demonstrated knowledge and competency in Microsoft Office Programs including Word, Excel and Outlook and other electronic data management systems
* Current Victorian driver's license (or interstate comparative with willingness to obtain Victorian License).

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screen
* Immunisation requirements (annually)

**Desirable Criteria:**

* Experience in leading a clinical team
* Relevant post-graduate qualifications (or working towards)

**Acknowledgement**

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| Employee Name | | |
| Employee Signature | | Date |
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| Manager Name | | |
| Manager Signature | | Date |
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| Developed Date - January 2023 | | |
| Developed By Name - Sarah Woodburn | Developed by Title – Director Community Services | |
| Date of next review (12 months) – January 2024 | | |