



## Child and Adolescent Health Service

### JOB DESCRIPTION FORM

TITLE	SENIOR SOCIAL WORKER
CCU/CSU/ DIVISION	Specialised CAMHS
DEPARTMENT/WARD	Complex Attention & Hyperactivity Disorders Service
SITE/LOCATION	4 <sup>th</sup> Floor, IIID Building, Murdoch University

This Job Description Form (JDF) contains details about the role and duties of the above position and the attributes required of the position's occupant.

You have a shared responsibility with your supervisor/manager to ensure that this JDF is kept up-to-date and is used during discussions about your performance, achievements, future goals and development requirements. It is very important that you read this JDF carefully and discuss any matters that are unclear, or of concern, with your supervisor/manager.

In performing your duties, it is important that you are aware of your responsibility to perform your job in a manner that is consistent with the WA Health Code of Conduct, a summary of which is reproduced below for your information. As a CAHS employee, you must note also that you are a Public Sector employee and therefore expected to act in accordance with the Western Australian Public Sector Code of Ethics. Full copies of both the Code of Conduct and the Code of Ethics are available on the intranet.

#### **Our Code of Conduct**

WA Health's Code of Conduct identifies the values that we collectively hold as fundamental in our work and describes how these values translate into action.

We are all responsible for our conduct in the workplace. We aim to encourage each other to uphold the principles and responsibilities outlined in our Code of Conduct and ensure that our behaviour is above reproach and able to withstand public scrutiny.

Our clients, their families, carers and other users of the health system are foremost in our decisions and actions.

#### **Our Values**

**Care** by demonstrating commitment and consideration to others as we work.

**Respect** for each other, our clients and their families, carers and the community by preserving individual dignity and supporting the right of everyone to make choices.

**Excellence** by providing high quality, accessible, integrated and safe health care to the community. We believe in working in partnership with clients to improve their health.

**Integrity** by providing quality services and advice for the common good and having honest dealings and communication with other people.

**Teamwork** by valuing the contribution of the team, working safely and cooperatively and communicating effectively with the team.

**Leadership** by communicating WA Health's vision, taking responsibility for our actions and decisions and displaying trust in our colleagues.



DEPARTMENT OF HEALTH

## CHILD AND ADOLESCENT HEALTH SERVICE

### JOB DESCRIPTION FORM

<b>SENIOR SOCIAL WORKER</b>	
COMPLEX ATTENTION & HYPERACTIVITY DISORDERS SERVICE (CAHDS MURDOCH) HSU P-2	
Position No: <b>112160</b>	Effective Date: <b>September 2011</b>

<b>INDUSTRIAL AWARD / AGREEMENT:</b> Health Services Union – WA Health State Industrial Agreement 2008
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REPORTING RELATIONSHIPS	
Responsible to	Executive Director CAMHS
Responsible to	Acting Director Community CAMHS South
Responsible to	CAHDS Murdoch Team Manager
THIS POSITION	

POSITIONS UNDER DIRECT SUPERVISION			OTHER POSITIONS UNDER CONTROL	
<u>Title</u>	<u>Classification</u>	<u>FTE</u>	<u>Category</u>	<u>FTE</u>
TOTAL FTE's:			TOTAL FTE's:	

<p><b>PRIME FUNCTION / KEY RESPONSIBILITIES:</b></p> <p>Within a multi-disciplinary and professional team context, provides an advanced, specialist social work service to Children, Adolescents and Youth with complex behaviour disorders including severe Attention Deficit Hyperactivity Disorder (ADHD) and co-morbid mental health disorders, and to their families and carers within the South Metropolitan Catchment Area and associated country areas. Provides consultation, liaison and training to enhance the capacity of tier 1 and 2 service providers. Is responsible for and provides supervision, consultation and guidance to external services.</p>
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## BRIEF STATEMENT OF DUTIES

### Clinical Services

- Provides an advanced social work service to children and adolescents with severe mental disorders and to their families and/or relevant others, utilising a range of evidence-based interventions including family therapy, individual psychotherapy with children, parental counseling and group work and evaluating these interventions .
- Acts as a case manager for cases allocated.
- Participates in multi-disciplinary case conferences and team meetings.
- Liaises and consults with appropriate community services in order to maximise service to clients.
- Provides specialist consultancy to other disciplines in the appropriate use of community resources and social work practices.
- Involves consumers and carers in service delivery and planning

### Research, Development and Capacity Building

- Provides consultation, liaison, education and training aimed at enhancing the capacity of tiers 1 and 2 service providers to more adequately respond to mental health problems
- Consults with colleagues and other professionals in CAHDS, CAMHS and other services and involves consumers and carers in service delivery and planning
- Participates in policy and programme development and provides assistance with evaluation of the service
- Initiates and participates in community development programs.
- Initiates and participates in mental health promotion and educational programs for consumers and carers.
- Undertakes student supervision as required.

### Other Duties

- Performs duties in accordance with relevant Occupational Safety and Health and Equal Opportunity Legislation.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental / Program Specific Policies and Procedures.
- Participates in a continuous process to monitor, evaluate and develop services and performance.
- Maintains statistics, administrative records & reports as required.
- Able to travel within nominated areas of responsibility including visiting clients at their homes.
- Undertakes other duties as directed.

Maintain an awareness of relevant requirements related to:

- equal opportunity;
- disability access; and
- clinical and corporate governance

and apply these in the workplace.

## SELECTION CRITERIA

### ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in Social Work and eligibility for full membership of Australian Association of Social Workers (A.A.S.W.) or Society of Professional Social Workers (SPSW).
2. Extensive experience and knowledge in the assessment and intervention of children, adolescents and their families with severe and complex mental health problems.
3. Demonstrated ability to work as an effective member of a multi-disciplinary team.
4. Demonstrated advanced level of verbal and written communication and interpersonal skills.
5. Demonstrated knowledge and experience of community work with agencies and services relevant to Children, Adolescents and their families.
6. Demonstrated effective leadership and management skills including supervisory, organizational, time management and performance management skills.
7. Current "C" or "C.A." class driver's license.
8. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery and knowledge of Disability Services-Awareness of access to health services that affect the clients of this position.

### DESIRABLE REQUIREMENTS

1. Expertise in complex attention and hyperactivity disorders - ADHD and similar disorders.
2. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

### APPOINTMENT FACTORS: This position is subject:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check.
- Successful Criminal Record Screening Clearance
- Successful Pre- Placement Health Screening Clearance
- Current "C" or "C.A" class drivers licence.

**CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)**

**Executive Director CAMHS:** The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title

Signature

Date

**Human Resources Delegate** - Job Description Approved.

Title

Signature

Date

**Occupant** - I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)

Signature

Date