



HSS Registered August 2016

Working With Children Check Required

**Coordinator Social Work**  
**Health Salaried Officers Agreement; HSO Level P3**  
**Position Number: 00011592**  
**Community Child and Adolescent Mental Health Services**  
**Adolescent Integrated Self Harm Unit**

**Reporting Relationships**

Director Community  
 Child and Adolescent Mental Health Service - HSO G11  
 00008576



Service Manager  
 Adolescent Integrated Self Harm Program - HSO G9  
 00011588



**This Position**



Reporting to this position:

Title	Classification	FTE
• Senior Social Worker	HSO P2	1

- Also reporting to this supervisor:
- Clerical Officer HSO G2
  - Admin Assistant HSO G3
  - Research Assistant HSO G6
  - Senior Occ Therapist HSO P2
  - Creative Therapist HSO G7
  - Art Therapist HSO G7
  - Registered Nurse CN2
  - Senior Registered Nurse SRN3
  - Clinical Psych Grade 2
  - Clinical Psych Grade 3

**Key Responsibilities**

Within a multidisciplinary and professional team context, leads and coordinates social work service in the Adolescent Integrated Self Harm Program. Supervises social work staff and provides an expert clinical social work service. Provides a consultancy service to staff within CAMHS and to other organisations in this specialised area of practice.

## Brief Summary of Duties (in order of importance)

### Coordination

- Plans, leads and coordinates social work service within Community Child and Adolescent Mental Health Service (CAMHS), including recruitment of social work staff in conjunction with the Service Manager.
- Provides orientation and training of new social work staff.
- Monitors social work service standards.
- Maintains responsibility for the implementation and evaluation of Performance Management for social work staff in conjunction with the Service Manager.
- Coordinates in-service training for social work staff.
- Represents social work on the Community CAMHS Management and Governance Committee Meetings.
- Liaises with tertiary institutions and coordinates placement of social work students.
- Reports to the Director of Community CAMHS on social work services and delivery.

### Supervision, Consultation, Teaching and Research

- Provides professional and clinical supervision to social work staff.
- Provides specialist consultative support to colleagues and other professionals within CAMHS, Child and Adolescent Health Service (CAHS) and across the broader health system.
- Teaches colleagues and other professionals in specialist field(s).
- Consults on, develops and evaluates aspects of social work policy and practice in the area of child and adolescent health.
- Initiates and participates in research and evaluation in the area of Child and Adolescent Mental Health.

### Clinical

- Provides an expert clinical social work service to disturbed children, adolescents and their families using a range of best practice interventions including family therapy, individual psychotherapy, parental counselling, group work and other social work interventions.
- Participates in multidisciplinary team meetings in which case management and intervention planning decisions are made.
- Undertakes community liaison for cases when complex negotiations are required, including general practitioners, paediatricians and psychiatrists.
- Evaluates clinical practice of evidence based treatment models through the effective utilisation of the National Outcomes and Casemix Collection (NOCC) measures.
- Ensures records and statistics are kept in accordance with established procedures.
- Manages workload in accordance with professional practice and standards and in accordance with social work principles and ethics.
- Participates in Performance Management Systems with line manager, regular supervision and professional development to develop and extend professional skills and knowledge.

### **CAHS Duties**

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Participates in a continual process to monitor, evaluate and improve patient safety and ensuring that services are family centred.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated ability to function at a specialist level with effective leadership, organisational, facilitation and communication skills.
3. Demonstrated high level of effective functioning as a health professional in the context of a multidisciplinary team.
4. Demonstrated high level of professional knowledge and competencies in practices, methods and models and evidence based clinical interventions in children and adolescents with complex mental health disorders.
5. A high level of competence and extensive experience in professional supervision and performance development and management processes.
6. Demonstrated ability and experience in the implementation and evaluation of quality improvement activities specific to social work.
7. Extensive knowledge of the Mental Health Act 2014 and demonstrated ability to apply this in a clinical setting.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Postgraduate training in health profession, leadership and management or other relevant qualification.
2. Research skills applicable to social work.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full membership of the Australian Association of Social Workers or the Society of Professional Social Workers must be provided prior to commencement.
- 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-Employment Integrity check.
- Successful Pre-Employment Health Assessment.

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Directorate/ Dept. Head</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... <b>Occupant Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>				

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	August 2016	<b>Last Updated on</b>	05/08/2016 HE115649
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