



North Metropolitan Health Service  
Women and Newborn Health Service

## Job Description Form

HSS REGISTERED

### Senior Social Worker

Health Salaried Officers Agreement: Level P2

Position Number: 00005592

Social Work Department / Allied Health / Women's Health, Genetics and Mental Health  
King Edward Memorial Hospital

#### Reporting Relationships

Director of Allied Health  
HSO Level G10  
00006150



Head of Department Social Work  
HSO Level P4  
00006576



**This Position**



Also reporting to this supervisor:

Coordinator Social Work - HSO Level P3  
Senior Social Worker - HSO Level P2  
Social Worker - HSO Level P1  
Senior Welfare Officer - HSO Level G3,  
Aboriginal Liaison Officer - HSO Level G3  
Secretary - HSO Level G2

#### Prime Function / Key Responsibilities

Provides social work services at an advanced practice level to patients in allocated service areas in obstetrics, gynaecology and neonatology (KEMH). Provides consultation and teaching services to hospital and community colleagues. Develops the social work service in the allocated area.

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

### 1. Clinical Care

- Plan and deliver clinical social work services at an advanced-practice level to allocated service areas.
- Liaise with staff and community based services on case management issues.
- Provide specialist clinical social work consultation to social workers, other staff and community colleagues.
- Provide consultation about the clinical practice implications of Departmental and Hospital policy and procedures to the Head of Department.
- Initiate and participate in the review and development of this allocated service.
- Co-ordinate provision of Social Work services in the nominated clinical areas.

### 2. Clinical Service Management

- Undertake Social work Department administrative and clinical responsibilities, including the development of policies, clinical guidelines and protocols related to the Social Work Department and allocated service area.
- Assist the Head of Department in planning and implementing the orientation and clinical supervision of Departmental staff and students.
- Assist in developing the Departmental program and actively participate in continuous improvement activities and apply quality improvement principles to all duties performed.
- Contribute towards the delivery of customer focused services and represent the interests of patients and patient groups.

### 3. Teaching and Research

- Assist in the coordination of the professional development program for the Social Work Department.
- Promote, deliver and participate in educational programmes for Hospital staff, tertiary institutions and community groups.
- Initiate and conduct approved research programmes.

### 4. NMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Social Work and eligible for full membership of the Australian Association of Social Workers or Society of Professional Social Workers.
2. Demonstrated ability to provide advanced clinical social work services utilizing theoretical frameworks and models to work with grief and loss, child protection, substance abuse, disability and parenting and attachment issues.
3. Demonstrated effective team participation and an ability to provide co-ordination and leadership.
4. Demonstrated planning and organisational skills.
5. Highly effective written and interpersonal communication skills.
6. Demonstrated commitment to, and involvement in professional development and quality improvement principles and their practical application.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

### Desirable Selection Criteria

1. Demonstrated ability in supervision, teaching and professional presentations.
2. Research experience applicable to Social work.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### 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.

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: