



**HSS Registered**

**Senior Social Worker**  
**Health Salaried Officers Agreement: HSO Level P2**  
**Position Number: 112536**  
**Mental Health Services – Clinical Treatment Team**  
**Armadale Health Service**

**Reporting Relationships**

Service Director  
 HSO Level G-12  
 Position Number: 113632



Program Manager  
 HSO Level G-10  
 Position Number: 113633



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Social Worker	HSO Level P1	2.0

Also reporting to this supervisor:  
 • Various

**Key Responsibilities**  
 As part of the multidisciplinary team, leads and provides clinical and professional expertise in medium to long term recovery focussed mental health intervention to maintain people within the community environment.



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

### 1. Clinical Services

- 1.1 Provides comprehensive mental health assessments throughout all stages of consumer care.
- 1.2 Sets priorities for the management of consumer care in conjunction with other health professionals as appropriate.
- 1.3 Provides comprehensive medium to long term care coordination to consumers, including assessment, intervention and evaluation.
- 1.4 Actively works with other agencies, family and significant others to ensure that delivery of care is coordinated and seamless.
- 1.5 Develops and reviews individualised treatment plans for consumers.
- 1.6 Provides specialist consultation on issues relating to community mental health treatment options.
- 1.7 Promotes and delivers advanced evidence based social work care and therapeutic interventions.
- 1.8 Maintains relevant records and statistical data collection.
- 1.9 Practises in accordance with all legislation affecting professional practice.
- 1.10 Delivers culturally appropriate care.
- 1.11 Provides specialist social work advice and clinical consultation to health professionals and external service providers.
- 1.12 Participates in clinical and operational meetings as required.
- 1.13 Provides oversight and allocation of caseloads to social work personnel.
- 1.14 Provides support and debriefing for staff following stressful clinical situations.

### 2. Education, Supervision and Consultancy

- 2.1 Develops, extends and maintains own professional knowledge and skills.
- 2.2 Provides and participates in mental health promotion and educational programmes for consumers, carers and community based organisations.
- 2.3 Develops collaborative working relationships with external stakeholders across the Perth Metropolitan area.
- 2.4 Develops, provides and participates in staff training and development programmes.
- 2.5 Provides and participates in clinical supervision.
- 2.6 Initiates and participates in relevant research projects.

### 3. Leadership

- 3.1 Provides cost effective management of human and material resources.
- 3.2 Liaises with the Program Manager to determine staffing requirements within the designated area.
- 3.3 Actively participates in the recruitment, selection and orientation processes of staff.

**4. EMHS Governance, Safety and Quality Requirements**

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 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 the Society of Professional Social Workers.
2. Demonstrated advanced clinical knowledge and recent experience of evidenced based social work interventions within a community mental health setting.
3. Demonstrated verbal and written communication skills with strengths in negotiation, problem solving, relationship building and interpersonal skills.
4. Demonstrated extensive knowledge of mental health disorders, treatments, the Mental Health Act, Mental Health Standards and legislation affecting professional practice.
5. Demonstrated ability to integrate principles of research and clinical governance into the clinical environment using best practice principles.
6. Current "C" or "C.A." class driver's licence.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services, Occupational Safety and Health and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Experience in the delivery of clinical supervision and demonstrated knowledge of clinical supervision models.

### 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.
- Evidence of current "C" or "C.A." class drivers licence.
- 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 or	HE Number	Date
Karen McAulay		HE61957	4/3/2017
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HSS)

Created on \_\_\_\_\_ Last Updated on HE152179: 11/4/2017