



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	614052
Division:	Midwest	Title:	<b>Social Worker</b>
Branch:	Midwest Aged & Community Care	Classification:	HSO Level P 1
Section:	Transition Care Program (TCP)	Award/Agreement	WA Health - HSUWA - PACTS Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b> Manager Aged & Community Care <b>Classification:</b> HSO Level G9 <b>Position No:</b> 613231
	↑
Responsible To	<b>Title:</b> Coordinator Transitional Care <b>Classification:</b> HSO Level P2 <b>Position No:</b> 614091
	↑
This position	<b>Title:</b> <b>Social Worker</b> <b>Classification:</b> HSO Level P1 <b>Position No:</b> 614052
	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
Physiotherapist
Allied Health Assistant
Administration Assistant
Occupational Therapist

Positions under direct supervision:	← Other positions under control:				
<table><thead><tr><th>Position No.</th><th>Title</th></tr></thead><tbody></tbody></table>	Position No.	Title	<table><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Plans implements and evaluates Social Work services to clients, their carers and families. Responsible for holistic case management and collaboration with key stakeholders for allocated clients. Includes evaluation of Transition Care and related programs.

WA Country Health Service –  
Midwest

16 May 2017

REGISTERED

TITLE	Social Worker	POSITION NO	614052
		CLASSIFICATION	HSO Level P1



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## **OUR PURPOSE**

Working together for a healthier country WA

## **WHAT WE STAND FOR**

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving service access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

## **OUR VALUES**

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service –  
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25 July 2014

REGISTERED

<b>TITLE</b>	<b>Social Worker</b>	<b>POSITION NO</b>	614052
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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL PRACTICE</b>	<b>D</b>	<b>80</b>
1.1	Assess, plan, implement and evaluate Social Work programs for TCP and other Aged and Community Care Programs' clients as required.		
1.2	Liaise with Geraldton Health Campus staff and other key stakeholders in the coordination of client management.		
1.3	Delegate to, instruct and supervise therapy assistants in the provision of Social Work programs.		
1.4	Involve the client and/or family/carer/advocate in the planning and delivery of care, including discharge planning.		
1.5	Coordinate and participate in, as required, interdisciplinary patient conferences to determine needs, plan and evaluate care and discharge planning.		
1.6	Maintain appropriate client records and ensure appropriate communication with multidisciplinary team.		
1.7	Complete and assist with the risk screening, comprehensive assessment and care coordination of clients.		
1.8	Assist and support the implementation and maintenance of the eldercare pathway.		
1.9	Act as a resource person to the multidisciplinary team.		
1.10	Undertake supervision and assessment of Social Work and work experience students as required.		
<b>2.0</b>	<b>ADMINISTRATIVE</b>	<b>D</b>	<b>10</b>
2.1	Maintains records and collates statistical data in accordance with health service requirements.		
2.2	Provide case reports and other information as required.		
2.3	Positively participates in Performance Development.		
2.4	Attend Essential Training as designated by WACHS Midwest.		
2.5	Design, initiate and participate in Quality Improvement activities, and evaluates service delivery in relation to program goals.		
2.6	Participate in service planning and management meetings at departmental, directorate and regional level as appropriate.		
2.7	Participate in directorate planning.		
<b>3.0</b>	<b>PROFESSIONAL</b>	<b>R</b>	<b>5</b>
3.1	Undertake Social Work Professional Supervision as required.		
3.2	Maintains and develops professional skills through professional development, participation in professional networks and mentoring options.		
3.3	Ensure professional development of self through a performance development process with the Program Coordinators.	<b>R</b>	<b>5</b>
<b>4.0</b>	<b>OTHER</b>		
4.1	Provide education to clients, families, key stakeholders and other staff as required.		
4.2	Effectively coordinate and utilise resources (human and material) to promote best practice.		
4.3	Apply effective systems and procedures to maintain and promote the specified programs.		
4.4	Other duties as directed by the Manager and Program Coordinators.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

WA Country Health Service –  
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16 May 2017

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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

- Tertiary qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
- Demonstrated Social Work experience across a wide range of areas, with demonstrated experience in casework practice.
- Demonstrated effective interpersonal and communication skills both written and verbal, as well as demonstrated computer literacy.
- Demonstrated ability to function independently and as a member of a multidisciplinary team.
- Demonstrated problem solving ability and time management skills.
- Demonstrated knowledge of multicultural and cross-cultural issues.
- A current drivers licence.

### DESIRABLE

- Demonstrated experience in Aged Care.
- Demonstrated commitment to professional development.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- Knowledge and experience in a rural setting.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Geraldton	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• 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</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Evidence of current Aged Care criminal screening</li> <li>• Current drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance</li> </ul>		
<b>Specialised equipment operated</b>			

## Section 7 – CERTIFICATION

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

Signature and Date:  
**Manager**

WA Country Health Service –  
Midwest

16 May 2017  
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Signature and Date:  
**Regional Director**

WA Country Health Service –  
Midwest

16 May 2017  
REGISTERED

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

Name	Signature	Date Appointed	Date Signed

WA Country Health Service –  
Midwest

16 May 2017  
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