



Social Worker

Southwell Primary School

Position number	00047074
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Specified Calling Level 1
Reports to	Principal (School Administrator Level 3)
Direct reports	Nil

Context

Southwell Primary School, situated in Hamilton Hill, is a small school that caters for Kindergarten to Year 6 students. We offer an engaging, safe and friendly place to learn, supported by the commitment of our team of dedicated, child-centred professionals and small class sizes.

Further information about Southwell Primary School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake assessment of referred students, prepare plans and undertake social work intervention with students, families and groups.
- Interview parents/guardians, obtain and evaluate case information from all relevant sources, and make home visits as appropriate.
- Assist the school to develop and implement policies and procedures to identify students at education risk.
- Provide a supportive link between the child, the family, the school and other appropriate agencies in the community.
- Act as a resource person within the school community and participate in school and community projects.
- Participate in multi-disciplinary team meetings and case conferences within school and other agencies as appropriate.
- Consult and advise other staff on matters related to specific cases.
- Organise and maintain a records system, collate statistical data and provide annual and case reports, as required.
- Assist with appropriate submissions on school social work related issues.
- Participate in training programs/workshops for staff within the school.

- Participate in on-going professional and skill development programs to maintain and upgrade practice.
- Initiate and participate in research projects.

Selection criteria

1. Demonstrated sound verbal, written and interpersonal communication skills with the ability to establish and maintain effective working relationships.
2. Demonstrated strong conceptual and analytical skills with the ability to identify and clarify issues and problems and generate strategies to address them.
3. Demonstrated knowledge of school systems and operations and skills in working with a multi-disciplinary team setting.
4. Demonstrated skills and experience working with children and families.

Eligibility and training requirements

Employees will be required to:

- possess a degree in Social Work and be eligible for full membership of the Australian Association of Social Workers
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 21 February 2025
Reference D25/0214895