



HSS Registered

Senior Social Worker
Health Salaried Officers Agreement: Level P2
Position Number: 111065
Social Work Department
Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Head of Department, Social Work
Award Level: HSO P6
Position Number: 104642



Manager, Social Work
Award Level: HSO P3
Position Number: 104643



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		



- Also reporting to this supervisor:
- Senior Social Worker, HSO P2, 20.76 FTE
 - Social Worker, HSO P1, 21.0 FTE
 - IHP Coordinator, HSO G5, 0.95 FTE
 - Welfare Officer, HSO G3, 7.0 FTE
 - Welfare Assistant, HSO G2, 1.5 FTE
 - Outreach Worker, HSO G2, 2.0 FTE
 - Reception and Patient Liaison Officer, HSO G3, 1.0 FTE

Key Responsibilities

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Social Work services to patients in the designated clinical specialty area using advanced Social Work clinical practice skills. Plans, implements and evaluates patient safety and quality of care. Supervises Social Work staff and support staff in the unit/clinical area. Practices as a Senior Social Worker and ensures practice is in accordance to the Australian Association of Social Workers Practice Standards 2013 and Code of Ethics 2010 and/or the Society of Professional Social Workers Code of Ethics and EMHS policies and guidelines.



EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.

Accountability – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Plans, implements and coordinates Social Work services to patients/clients in the designated clinical specialty area.
- 1.2 Provides Social Work screening, assessment, treatment/intervention and evaluation at an advanced level of practice to complex and general caseload/s.
- 1.3 Undertakes clinical shifts at the direction of the Head of Department/Manager including participation on the on-call/after hours/weekend roster if required.
- 1.4 Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.5 Ensures prioritisation and coordination of social work caseloads for staff under their clinical supervision. Participates in clinical review meetings and case conferences as appropriate.
- 1.6 Provides advanced Social Work clinical consultation to Social Work staff, other health professionals and others.
- 1.7 Initiates, implements and participates in quality improvement and research activities in consultation with the Head of Department/Manager to systematically evaluate service delivery and meet customer needs.
- 1.8 Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.9 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.10 Completes clinical documentation and undertakes administrative tasks as required.
- 1.11 Ensures maintenance of appropriate clinical documentation and clinical information systems required of Social Work staff under their clinical supervision.
- 1.12 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.13 Participates in ongoing evaluation of clinical practice.
- 1.14 Assigns Social Work interventions and tasks to assistants/support staff as appropriate, clinically/professionally supervises assigned work, and obtains feedback on patient progress and clinical issues.

2. Education/Training/Research

- 2.1 Engages in continuing professional development/education and ensures continuous eligibility for the Australian Association of Social Workers or the Society of Professional Social Workers as per essential criterion 1.
- 2.2 Coordinates and/or provides professional supervision, professional development, clinical orientation and direction to Social Work staff within the area.
- 2.3 Undertakes supervision and development of Social Work students.
- 2.4 Develops and participates in clinical research activities where applicable.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Actively participates in the Peak Performance program.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

4. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

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 extensive relevant clinical experience and knowledge and advanced skills in appropriate assessment, treatment and evaluation.
3. Demonstrated ability to plan, develop, coordinate, implement and evaluate Social Work services including application of quality improvement principles and practices.
4. Demonstrated high level time management, administrative and organisational skills when planning, providing and monitoring Social Work services.
5. Demonstrated high level interpersonal, written and verbal communication.
6. Demonstrated ability to work effectively in a multidisciplinary team setting.

Desirable Selection Criteria

1. Completion or progress toward a relevant qualification or training in a relevant clinical area.
2. Previous experience in a hospital or health related setting.
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.

Rebecca Jones	Signature	or	He118033	26/06/2017
Manager / Supervisor Name			HE Number	Date
Carla Francis	Signature	or	He13365	26/06/2017
Dept. / Division Head Name			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				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	May 2019
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