



HSS REGISTERED

Senior Social Worker
Health Salaried Officers Agreement: Level P2
Position Number: 111641
Department of Social Work / Antenatal/Maternity and Paediatric Services
Armadale Kalamunda Group/East Metropolitan Health Service (EMHS)

Reporting Relationships

Allied Health Director
 HSO Level P5
 Position Number: 111370



Manager Social Worker
 HSO Level P3
 Position Number: 005009



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Social Worker; HSO Level P2; 8.0 FTE
- Social Worker; HSO Level P1; 11.0 FTE
- Aboriginal Liaison Officer; HSO Level G5; 3.2 FTE

Key Responsibilities
 As part of a multidisciplinary team, plans, implements, coordinates and evaluates Social Work services to patients in the clinical specialty area of Antenatal/Maternity and/or Paediatrics 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, coordinates duties and manages performance. 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 clinical specialty area of Maternity, Antenatal and/or Paediatrics.
- 1.2 Provides Social Work screening, assessment, treatment/intervention and evaluation at an advanced level of practice to complex and general caseload/s within the Maternity, Antenatal and/or Paediatrics field.
- 1.3 Undertakes clinical shifts at the direction of the Head of Department/Manager/Coordinator including participation on the on-call/after-hours/weekend roster if required.
- 1.4 Actively prioritises and coordinates own caseload and ensures prioritisation and coordination of social work caseloads for staff under their supervision, including participating in clinical review meetings and case conferences as appropriate.
- 1.5 Provides advanced Social Work clinical consultation to Social Work staff, other health professionals and others.
- 1.6 Initiates, implements and participates in quality improvement and research activities in consultation with the Social Work Manager to systematically evaluate service delivery and meet customer needs.
- 1.7 Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.8 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.9 Maintains knowledge of relevant external agencies and organisations, including eligibility and referral pathways.
- 1.10 Completes clinical documentation and undertakes administrative tasks as required and ensures maintenance of appropriate clinical documentation and clinical information systems required of Social Work staff under their supervision.
- 1.11 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.12 Participates in ongoing evaluation of clinical practice.
- 1.13 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 and Research

- 2.1 Engage in continuing professional development/education and ensures continuous eligibility for the Australian Association of Social workers.
- 2.2 Participates in in-service training and orientation programs.
- 2.3 Undertake supervision and development of Social work students when appropriate
- 2.4 Develops, facilitates and implements education and training programs for social work staff.

EMHS Governance, Safety and Quality Requirements

- 2.5 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
 - 2.6 Actively participates in the Peak Performance program.
 - 2.7 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.
 - 2.8 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
 - 2.9 Completes mandatory training (including safety and quality training) as relevant to role.
 - 2.10 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.
- 3. 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, knowledge and advanced skills in appropriate assessment, treatment and evaluation within the Maternity/Antenatal and Paediatrics field, utilising theoretical frameworks and models.
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, verbal and written communication skills including the ability to clarify requests and liaise effectively with individual clients, staff of all levels and community organisations and agencies.
6. Demonstrated ability to work effectively in a multidisciplinary team setting.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Completion of, 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 "C" or "C.A." class drivers licence.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full membership of the Australian Association of 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 or HE Number Date
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..... Dept. / Division Head Name Signature or HE Number Date
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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 October 2019
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