



North Metropolitan Health Service  
**Job Description Form**

HSS registered August 2018

**Social Worker**

**Health Salaried Officers Agreement: HSO Level P1**

**Position Number: 001009**

**Social Work Department**

**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Social Work Head of Department  
 HSO Level P5  
 Position Number:001005



Manager, Social Work  
 HSO Level P3  
 Position Number: 001006



**This Position**



← Also reporting to this supervisor:

- Various Social Workers P1 and P2 levels

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- Nil

**Prime Function / Key Responsibilities**

In accordance with professional and Departmental policies and practices, assesses and plans optimum social work intervention for allocated workload.

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

**1. Clinical Care**

- 1.1. Assesses plans and provides optimum social work services to allocated workload.
- 1.2. Initiates and participates in multi-disciplinary case conferences.
- 1.3. Provides written and verbal case assessments and communicates appropriate information to relevant parties in accordance with set standards and protocols.
- 1.4. In consultation with the Social Work Manager, advises the Head of Department of policy, procedure and resource issues related to allocated area.

**2. Clinical Services Management**

- 2.1. Maintains up-to-date knowledge of relevant resources.
- 2.2. Maintains patient related documentation and statistical requirements to within hospital and departmental standards.

**3. Professional**

- 3.1. Participates in professional supervision, professional development, in-service education and research activities as required.
- 3.2. Supervises, instructs and assesses social work and other students in approved clinical teaching programs when appropriate.

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

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 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, North 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 qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated ability to provide an effective social work service and offer a range of interventions.
3. Demonstrated effective written and interpersonal communication skills.
4. Demonstrated ability to work effectively in multidisciplinary teams.
5. Demonstrated personal and professional skills to organise plan and manage workload.
6. Demonstrated ability to work constructively with disability and cultural diversity.

### Desirable Selection Criteria

1. Recent Social Work experience in a hospital or health related setting.
2. 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.
- 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/HE:  
Date:

### Dept./Division Head

Name: Mary Joyce  
Signature: he04321  
Date: 20.08.2018

### Position Occupant

Name:  
Signature:  
Date: