



HSS REGISTERED

Senior Social Worker
Health Salaried Officers Agreement: Level P2
Position Number: 005234
Social Work / Aged Care Assessment Team
Armadale Health Service / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Allied Health
 HSO Level G10
 Position Number: 111370



Principal Social worker
 HSO Level P3
 Position Number: 005009



This Position



Directly reporting to this position:

Title	Classification	FTE
• ACAT Social Workers	HSO P1	2.7FTE

Also reporting to this supervisor:
 • Various

Key Responsibilities
 As part of a multidisciplinary team, plans, implements, coordinates and evaluates Social Work services to patients in the speciality area of Age Care 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 Aged Care Assessment Team (ACAT), 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 in accordance to the East metro health service 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 Specific Duties/Scope of Practice Relevant to Specialty

- 1.1 Manages the Armadale Health Service Aged Care Assessment Team including recruitment, budget management, co-ordinating the delegation framework, implementing Aged Care Assessment Program initiatives and manages reviewable decisions and appeals in accordance with the Aged Care Act 1997.
- 1.2 Acts as the delegated representative for the ACAT Co-ordinator's and Quality Group for the Western Australian Department of Health. Acts as the delegated ACAT Education Officer for Armadale ACAT.
- 1.3 Participates in the management of the Western Australian Department of Health Interim Hospital Packages Program.

2 Clinical

- 2.1 Plans, implements and coordinates Social Work services to patients/clients in the clinical specialty area of Aged Care.
- 2.2 Provides Social Work screening, assessment, treatment/intervention and evaluation at an advanced level of practice to complex and general caseload/s.
- 2.3 Ensures prioritisation and coordination of multidisciplinary team caseloads for staff under their supervision. Participates in clinical review meetings and case conferences as appropriate.
- 2.4 Provides advanced Social Work clinical consultation to Social Work staff, health professionals and others.
- 2.5 Initiates, implements and participates in quality improvement and research activities in consultation with Principal Social Worker, Geriatrician (Head of Department of Rehabilitation and Aged Care), Aged Care Assessment Programme Australian Department of Social Services and Western Australian department of Health to systematically evaluate service delivery to ensure that customer needs are met.
- 2.6 Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 2.7 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.8 Ensures maintenance of appropriate clinical documentation and clinical information systems required of Social Work staff under their supervision.
- 2.9 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.10 Participates in ongoing evaluation of clinical practice.
- 2.11 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.

3 Education/Training/Research

- 3.1 Engages in continuing professional development/education and ensures continuous eligibility for the Australian Association of Social Workers or the Society of Professional Social Workers.
- 3.2 Coordinates and/or provides professional supervision, professional development, clinical orientation and direction to Social Work staff within the area.
- 3.3 Undertakes supervision and development of Social Work students.
- 3.4 Develops and participates in clinical research activities where applicable.

4 EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 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 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 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.

5 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. Statement of Attainment in My Aged Care, Advanced Assessment practice or grandfathered arrangements under the Aged Care Assessment Program National ACAT Orientation Training, Assessor, Generic, Upcoming Aged Care Reforms-2014, Australian Privacy Principles 2014.
3. Demonstrated extensive, relevant clinical experience, knowledge and advanced skills in appropriate assessment, treatment and evaluation within an aged care environment. This should include extensive knowledge of rehabilitation, aged care assessment issues, and cross government aged care policy.
4. Demonstrated ability to plan, develop, coordinate, implement and evaluate Social Work services including application of quality improvement principles and practices.
5. Demonstrated high level time management, administrative and organisational skills when planning, providing and monitoring Social Work services.
6. Demonstrated high level interpersonal, written and verbal communication.
7. Demonstrated ability to work effectively in a multidisciplinary team setting.
8. Current "C" or "C.A." class drivers licence.
9. 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. Previous experience in a hospital or health related setting.
2. Previous experience and training as an ACAT Delegate.
3. Knowledge and skills in the application of computerised information systems relevant to health and recent working knowledge of My Aged Care (MAC).

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.
- Evidence of current "C" or "C.A." class drivers licence.
- 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	08/08/2016	Last Updated on	January 2021
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