



**HSS Registered**

**Social Worker**  
**Health Salaried Officers Agreement: Level P1**  
**Position Number: 102374; 109666; 111260**  
**Social Work Department**  
**Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

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



Manager, Social Work  
 HSO Level P3  
 Position Number: 104643



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Social Worker, HSO Level P2
- Welfare Officer, HSO Level 3/4
- Welfare Assistant, HSO Level 2
- IHP Coordinator, HSO Level G5

**Key Responsibilities**  
 As part of a multidisciplinary team provides Social Work service to patients. Facilitates and promotes patient safety and quality of care. Practices as a Social Worker as per the Australian Association of Social Worker *Practice Standards 2013* and *Code of Ethics 2020* 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.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

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

### 1. Clinical

- 1.1 Provides Social Work services to patients/groups within the Department/Unit including assessment, intervention and evaluation and provides a consultation service on request for other patients.
- 1.2 Undertakes clinical shifts at the direction of the Head of Department/Manager including participation on the on-call/after hours/weekend roster if required.
- 1.3 Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.4 Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.5 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.6 Completes clinical documentation and undertakes administrative tasks as required.
- 1.7 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.8 Participates in ongoing evaluation of clinical practice.
- 1.9 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 Participates in supervision, professional development and clinical consultation activities with the supervising Senior Social Worker/Manager.
- 2.3 Assists with supervision and development of students and others as directed by senior staff.
- 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 knowledge and skills in assessment, treatment and evaluation within Social Work practice.
3. Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring Social Work services within a designated caseload.
4. Demonstrated effective interpersonal, written and verbal communication skills.
5. Demonstrated ability to work effectively in a multidisciplinary team setting.

### Desirable Selection Criteria

1. Knowledge of quality improvement principles.
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	26/03/2021
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
Carla Francis	Signature or	He13365	26/03/2021
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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	March 2021
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