



## Social Worker Service Delivery

<b>Position number</b>	00039528
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Specified Calling Level 1
<b>Reports to</b>	Program Coordinator (School Administrator Level 3)
<b>Direct reports</b>	Nil

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

The Service Planning and Coordination Directorate enables the delivery of an integrated service to support schools to improve student achievement and educational outcomes, accessing subject matter experts as required. It also coordinates the provision of system-wide ancillary services and programs that complement and support student achievement.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist schools develop and implement policies and procedures to identify students at educational risk.
- Undertake assessment of referred students, prepare plans and undertake social work intervention with students, families and groups.
- Interview parents/guardians, obtain and evaluate case information from all relevant sources, and makes home visits, as appropriate.

- Provide a supportive link between the child and family and participate in school and community projects.
- Provide support to regions and to schools to improve student achievement and educational outcomes.
- Support and monitor the delivery of support to schools and regions, with a focus on developing and implementing whole-school approaches that improve the quality of teaching and improve student achievement in these identified schools.
- Participate in multi-disciplinary team meetings and case conferences as appropriate.
- Consult and advise other staff on matters related to specific cases.
- Organise and maintain a records system, collate statistical data and provide annual and case reports, as required.
- Assist with appropriate submissions on school and social work related issues.
- Participate in training programs/workshops for staff within the Department.
- Participate in on-going professional and skill development programs to maintain and upgrade practice.
- Initiate, participate and provide subject matter expertise in research projects, reports and briefings.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Ensure that related/complementary services and resources align with and support system priorities and the contextual needs of individual schools and their communities.
- Provide subject matter expertise to inform the development of system-wide professional learning and resources.

### **Selection criteria**

1. Demonstrated well developed oral and written communication and interpersonal skills with the ability to establish and maintain effective working relationships, negotiate and resolve conflict.
2. Demonstrated well developed knowledge of the youth sector, particularly local organisations and services and ability to work with children and families.
3. Demonstrated sound research, conceptual and analytical skills and experience in identifying problems and developing appropriate intervention strategies and support programs.
4. Demonstrated knowledge of school systems and operations and skills in working in a multi-disciplinary team setting.
5. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.

### **Eligibility and training requirements**

Employees will be required to:

- possess a degree in Social Work and be eligible for full membership of the Australian Association of Social Workers
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 18 March 2022  
Reference D22/0208229