



## Coordinator Social Worker

### Position details

Position Number:	<b>00020301</b>
Classification:	HSO Level P3
Agreement:	Health Salaried Officers Agreement
Directorate:	Operations - Service Unit 2 - Mental Health
Department:	Ward 5A
Location:	Perth Children's Hospital, QEII Campus, Nedlands

### Reporting relationships

This position reports to:

00013795	Nursing Coordinator MH	SRN5
----------	------------------------	------

Positions under direct supervision:

Senior Social Worker	HSO P2	FTE 1.0
Social Worker	HSO P1	FTE 1.0

### Key Responsibility

- Leads and co-ordinates the services of the social work profession including the co-ordination of the professional supervision of staff and the promotion and maintenance of professional standards. Provides a specialised social work mental health service using a range of appropriate evidence-based interventions requiring advanced knowledge, experience and competence within a multidisciplinary and professional team context. Acts as an expert resource and first point of contact for social work matters and provides specialised consultation, education and supervision on complex mental health disorders in children and adolescents to both internal and external services and practitioners.

## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

### Compassion

I treat others with empathy and kindness

### Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

### Collaboration

I work together with others to learn and continuously improve our service

### Accountability

I take responsibility for my actions and do what I say I will

### Equity

I am inclusive, respect diversity and aim to overcome disadvantage

### Respect

I value others and treat others as I wish to be treated

## Summary of accountabilities

### 1. Clinical and Management

- Provides clinical leadership and professional support to social workers within CAMHS, in the area of Ward 5A
- Plans, co-ordinates, manages and implements the social work service including allocation of staff, duties and resources
- Selects and manages appropriate equipment and resources
- Appropriately allocates time between management, consultancy, clinical, supervision, policy, education and research duties
- Maintains and develops knowledge and skills in clinical and management areas
- Ensures participation in professional education and provides professional development for occupational therapists and other staff
- Participates in planning of clinical services for CAMHS and develops new services as required
- Recruits, selects and supervises social work staff (and other clinical staff as required), managing performance and evaluating outcomes
- Ensure maintenance of reports, records and statistics
- Provides specialised clinical assessment and consultation in the area of social work for children with Mental health conditions
- Develops, coordinates and implement multidisciplinary group programs with other professional staff
- Operates effectively within the multi-disciplinary team
- Provides care coordination and intervention plans for admitted patients

### 2. Professional and Educational

- Leads and participates in policy development for social work services
- Advises in matters relating to CAMHS social work services
- Develops clinical resources and conducts education/training programs in the area of developmental paediatric social for CAMHS services, utilising Telehealth
- Coordinates, educates, supervises and evaluates undergraduate and postgraduate social work and other students
- Reviews relevant professional literature and incorporates into practice
- Participates in approved research programs in the area of CAMHS

### 3. CAHS governance, integrity, safety and quality requirements



- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe and inclusive working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Work Health and Safety Act (WA) 2020*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.





## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Tertiary qualification in Social Work with eligibility for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers and demonstrated commitment to continuing professional development.
2. Demonstrated ability to function at a specialised level and make decisions, with a high degree of independence, which influence the practice of the profession.
3. Demonstrated high level of effective functioning as a health professional in the context of a multidisciplinary team.
4. Demonstrated high level of professional knowledge, competencies, and experience in practices and provision of methods and models and evidence-based clinical interventions in children and adolescents with complex mental health disorders.
5. Demonstrated effective leadership, organisational and facilitation and communication skills
6. A high level of competence and extensive experience in professional supervision and performance development and management processes.
7. Demonstrated commitment to ongoing professional development, quality improvement and research.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work, Health and Safety, and how these impact on employment and service delivery.

### Desirable selection criteria

1. Postgraduate training in health profession, leadership and management, or other relevant qualification.
2. Experience in the representation of the discipline at a local/area level.
3. Previous experience in the recruitment and selection of professional staff.

### Appointment to this position is subject to the following:

- Tertiary qualification in Social Work with eligibility for 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.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.



- Successful pre-employment health assessment.

## Certification

**Created on****27/06/2023****Last Reviewed****27/06/2023****Registered****Insert date**

I verify that the details in this document are an accurate reflection of the requirements of the position.

---

Manager / Supervisor

---

Signature or HE Number

---

Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

---

Occupant Name

---

Signature or HE Number

---

Date

HHS Registered  
Created:  
Last Updated: June 2023

