



Social Worker

East Kalgoorlie Primary School

Position number	00044915
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Specified Calling Level 1
Reports to	Principal (School Administrator Level 4)
Direct reports	Nil

Context

Information about East Kalgoorlie Primary School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake specialist assessment, planning and social work intervention for referred students, families and groups.
- Interview parents/caregivers, obtain and evaluate case information from all relevant sources and make home visits as appropriate.
- Assist the school to develop, implement, maintain and review policies, procedures and programs to identify students at education risk and support community development.
- Provide a supportive link between the child, the family, the school, professionals and other appropriate agencies in the community to ensure achievement of outcomes for students, families and the community.
- Liaise and collaborate with professionals and community agencies in relation to support services for children, families and the school, developing effective referral pathways for children and families.
- Provide specialist advice and information within the school community and participate in school and community projects.
- Actively participate in the student services team and engage in multi-disciplinary team meetings, case conferences and other relevant committees both within the school community and with other agencies as appropriate.
- Consult and advise 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 social work related issues.
- Participate in training programs/workshops for staff within the school.

- Participate in continuous professional and skill development programs to maintain and upgrade practice.
- Initiate and participate in research projects.
- Support social work students on placement.

Selection criteria

1. Demonstrated knowledge of current initiatives, policies and trends in relation to social work and community development.
2. Demonstrated skills and experience working with children and families.
3. Demonstrated sound verbal, written and interpersonal communication skills with the ability to establish and maintain effective working relationships and negotiate effectively.
4. Demonstrated strong conceptual and analytical skills with the ability to identify and clarify issues and problems, generate strategies or resources to address them and evaluate the effectiveness of them.
5. Demonstrated knowledge of school systems and operations and skills in working individually or a multi-disciplinary team setting.
6. Demonstrated experience in project and case management.

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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 9 July 2024
Reference D24/0494744