



West Wimmera Health Service

Position Description

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| Position: | Social Worker – Grade 1 |
| Location: | Based at Nhill but may be required to work across all sites as mutually agreed upon |
| Reporting to: | Social Work Lead Practitioner |
| Division: | Community Health |
| Award: | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 |
| Level: | Year level dependent on skills, qualifications and experience as per Award |

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centred, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

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| Strategy one | Empower our community to live their best life |
| Strategy two | Invest in population health |
| Strategy three | Build partnerships for healthier communities |
| Strategy four | Harness technology and innovation |
| Strategy five | Strengthen our workforce capacity |

Position Relationships:

| Key Internal Relationships | Key External Relationships |
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| <ul style="list-style-type: none">• Social Work Lead Practitioner• Social Work Department Staff• Allied & Community Health Staff• Executive Director Community Health• Clinical Staff – Aged Care and Acute• WWHS employees | <ul style="list-style-type: none">• Wimmera communities• Health, welfare and community organisations, local, regional and state-wide. |

Position Overview:

The Grade One Social Worker role focusses predominantly on Social Work service delivery working with individuals, families, groups and communities to assist with, and improve well-being through casework, counselling, advocacy and community development. The role involves working with acute inpatients, outpatients and aged care residents and includes psycho-social assessment, discharge planning, education and referral.

Key Selection Criteria:**Essential:**

1. Effective communication and organisational skills.
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
3. Tertiary qualification in Social Work and eligibility for AASW membership.
4. Graduate level clinical skills in psychosocial assessment, risk assessment, care planning, social work interventions and discharge planning.
5. Demonstrated understanding of theoretical frameworks which inform Social Work practice.
6. A current Victorian Driver's Licence.

Desirable:

1. Previous experience working in a hospital/healthcare setting.
2. Experience and understanding of issues specific to provision of services in rural and remote areas.
3. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, isoft and Uniti.
4. Experience utilising the My Aged Care (MAC) portal.
5. Knowledge and experience undertaking goal directed care planning.

Key responsibilities:

- Effectively manage a Social Work caseload including casework, counselling, advocacy and community engagement across acute, aged care and community settings.
- Actively contribute as a team member to the effective operation of the Social Work Department, including attendance at regular team meetings.
- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Social Work services and community development across the Wimmera.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Effectively manage a Social Work caseload including casework, counselling, advocacy and community engagement across acute, aged care and community settings.
- Ensure that Social Work services are holistic and client centred, working with clients to achieve optimal quality of life and function.
- Maintain client files and records in line with WWHS and Social Work professional documentation requirements and privacy and confidentiality guidelines.
- Provide Social Work services in line with best practice Social Work guidelines, evidence based practice, culturally sensitive approaches and the Australian Association of Social Workers (AASW) Code of Conduct.
- Follow Social Work Department documented processes for intake, triage and risk assessment, at all times being mindful of the on-going well-being of clients, and putting in place strategies which address and minimize risk.
- Complete a Goal Directed Care Plan for all clients who receive Commonwealth Home Support Package (CHSP) funding and to document in their My Aged Care (MAC) file.
- Attend regular supervision and undertake an annual staff appraisal with the Social Work Lead Practitioner.
- Attend regular external supervision, in line with current expectations for the profession.
- Contribute to the positive placement experience of Social Work students, undertaking relevant tasks as agreed with the Grade Two Social Worker or Social Work Lead Practitioner.
- Attend regular Social Work Department Team meetings to review processes and for peer support, case reviews and discussion of quality improvement opportunities.

Quality, Safety and Risk Management:

- Ensure compliance at all times with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Direct Reports:

- N/A

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

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| Authorised By: Executive Director Community Health | |
| Name: | |
| Signature: | Date: |

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| Position Incumbent Name: | |
| Signature: | Date: |