

**SOCIAL WORKER - GRADE TWO**

Designation: Social Worker.

Level: Grade Two.

Program / Unit: Community Rehabilitation Centre, Rehabilitation In The Home and Acute.

Purpose of Position:

To be responsible for the delivery of Social Work services to allocated program, as part of a multidisciplinary team, and to participate in planning, implementing and evaluating the service provided.

Organisational Environment / Reporting Relationships:

The Social Worker will work in collegial relationships with all staff within his/her program area, other health professionals and service providers within the organisation and broader community.

The Social Worker is accountable to:

- The Senior Social Worker for professional matters
- His/her Program Coordinator(s) for program responsibilities.

Supervisory Responsibilities:

The Social Worker is responsible for the support, supervision and education of;

- The Allied Health Assistants handling of delegated tasks.
- Undergraduate Social Work students.
- Grade One Social Workers where appropriate.

Primary Responsibilities:**1. Technical / Clinical Skills and Abilities:**

- To conduct psychosocial assessments of referred clients, and be responsible for recommending, planning and implementing appropriate Social Work management with due regard to the physical and emotional needs of the client.
- To provide counselling as required to address issues affecting the current health care situation eg relationship, grief and loss, adjustment, future planning.
- To refer to appropriate community services for long term support and counselling.
- To provide appropriate education and information about resources to patients to assist in the current health care situation.
- To fulfil a client advocacy role, and work closely with patients and families to enhance empowerment and active involvement in their treatment process.
- To implement group sessions as required, providing education, support and leadership.
- To provide a systems perspective to care coordination in acute, community and rehabilitation programs.

2. Personal / Professional Development;

- To maintain an up to date knowledge and skill base to facilitate best possible client care.
- To maintain an active professional development program by:
 - Attendance and participation in relevant courses, workshops, lectures, tele/video conferences etc.
 - Sharing of knowledge and skills so gained with other staff via formal and informal training.
- To encourage a climate conducive to learning and professional growth by health care professionals, including students.
- To encourage and participate in relevant research opportunities.
- To effectively participate in own performance planning and review.

3. Customer Service

- To provide education and act as a resource to:
 - Other staff, students, clients, and carers.
 - Community groups and other agencies as required.
- To work in accordance with the Code of Ethics as set down by the Australian Association of Social Workers.
- To comply with the Wodonga Regional Health Service (WRHS) Code of Conduct.
- At all times promote good interpersonal relationships both within and outside the Social Work Department, Team and Organisation.

4. Teamwork and Communication

- To attend Team meetings and work in conjunction with other disciplines to achieve common goals.
- To provide case management to allocated clients.
- To liaise regularly with the Program Coordinator and Senior Social Worker on client and administrative matters relating to work area.
- Effective delegation of appropriate tasks to the Allied Health Assistant.
- To perform other duties in keeping with the professional and administrative responsibilities of the Allied Health Programs, by mutual agreement with the Senior Social Worker and/or Program Coordinator.

5. Documentation and Administration

- To maintain statistics as prescribed.
- To record assessments, actions / treatment plans and progress in client files on a regular basis as per Department and Program guidelines.
- To participate in the ongoing development, revision and implementation of policies and procedures within the Social Work Department and Program structure.
- To maintain records of group activities conducted by social work.

6. Adhere at all times to WRHS Occupational Health and safety policies and procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and safety Act 1985.(As Amended)

7. Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.

8. All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
 - Fire and Evacuation.
 - Manual Handling.
 - Minimal / No Lift (As appropriate).
 - CPR (As appropriate).
 - Infection Control.

9. Commitment to principles and practices of infection control as they relate to the employees designated area of work.

Specific Delegations:

Nil.

Performance Appraisal:

Review of performance prior to completion of probationary period and annually thereafter by the allocated program Coordinator.

**SOCIAL WORKER – GRADE TWO
SELECTION CRITERIA**

MANDATORY CRITERIA

Bachelor of Social Work or equivalent

Eligible for membership of the Australian Association of Social Workers (AASW)

Current Drivers Licence

KEY SELECTION CRITERIA

- KSC1 Minimum two years relevant clinical experience.
- KSC2 Demonstrated ability to carry out psychosocial assessments.
Plan and implement Social Work interventions and deliver a wide range of Social Work services.
- KSC3 Excellent interpersonal and communication skills which promote service and client interests.
- KSC4 Demonstrated ability to work effectively as part of a multidisciplinary team.
- KSC5 Ability to work independently and unsupervised in a cooperative and collaborative manner
- KSC6 Demonstrated understanding and knowledge of health and safety issues and of OH&S legislation as it relates to “Employee” and “Employer” responsibilities.
- KSC7 Ability to develop and implement initiatives of continuous quality improvement within the Employee’s designated area of work with a demonstrated customer focussed approach to service delivery.
- KSC8 Demonstrated commitment to professional development and the willingness to participate in Department/Ward Performance Management (Review) programs.
- KSC9 Awareness and understanding of Infection Control principles as they relate to the positions designated area of work.

ENCOURAGED

- Membership of professional bodies and relevant special interest groups / associations.
- Additional qualifications and/or training in specialist areas.

SOCIAL WORKER – GRADE TWO

Signature of employee

Witness

Date

Annexes:

Other Relevant Information:

References:

Contact Point:

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Human Resources Manager	June 2003	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
Allied Health	June 2006	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
1	June 2003	