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|  | Position Description TemplateAll Calvary ServicesVersion:1.1 |

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| **Position Title:** | Social Worker |
| **Position Number:** | LP7379 | **Cost Centre:** | L1711 |
| **Site/Facility:** | Calvary Public Hospital Bruce |
| **Department:** | Social Work and Psychology |
| **Enterprise Agreement** | *ACT Public Sector Health Professional Enterprise Agreement 2013-2017*  |
| **Classification:** | Health Professional Level 3 – Temporary Fixed Term Full Time/Part Time (36.75 hrs p/week) |
| **Reports To:** | Director of Social Work and Psychology |
| **Date of Preparation:** | June 2015 | **Date Updated:** | October 2020 |
| **Primary Purpose** |
| ***Overall Functions:**** Apply knowledge, skills, professional judgement and initiative in the delivery of social work services including novel, complex or difficult tasks under limited supervision.
* Promote high quality patient outcomes for social work clients through involvement in the multidisciplinary team, networking and education.

***Duties:***1. With minimal direction, provide a Social Work service that includes assessment, crisis/supportive counselling, therapeutic brief intervention, case management, consultation and referral as required.
2. Contribute to the work of a multi-disciplinary team in order to meet the goals of the Social Work & Psychology Department, and of the multi- disciplinary team. This involves proactive screening and early identification of patients who require assistance for safe discharge.
3. Undertake administrative duties including preparation of reports, maintenance of records, and provision of regular statistical information as required.
4. Participate in staff education and training opportunities.
5. Initiate innovative care and action plans that empower patient’s ability to continue to live independently, respecting patient self-determination and safety requirements.
6. Hold a high level of Social Work skills across multiple areas of hospital practise.
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| Organisational Environment |
| At LCM Health Care our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.Our Services include public and private hospital care, acute and sub-acute care, community care, and retirement and aged care services, in both rural and metropolitan areas. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.

***Excellence in Care:*** * Practice to highest professional standards as guided by the Australian Association of Social Workers (AASW).
* Work closely within multidisciplinary teams to provide a positive experience to patients.

***Service Development & Innovation:**** Demonstrated ability to evaluate processes to ensure effective, evidence-based patient care.
* Demonstrated commitment to ongoing professional development and a demonstrated ability to initiate and plan research projects within the Social Work and Psychology service.

***Wise Stewardship**** Ability to set priorities and meet tight deadlines and the efficacious use of hospital resources.

***Community Engagement:**** Represent Calvary at any Social Work and Psychology Department related meetings and committees.

***WH&S Responsibilities:**** Take reasonable care of your own health and safety and the health and safety of others in the workplace.
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
* Report to your supervisor any incident or unsafe conditions which come to your attention.
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet).
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| **Key Relationships** |
| Internal: | * Social Work and Psychology Department
* Clinical multidisciplinary team members
* Non-clinical staff
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| External: | * Referring agencies and external stakeholders
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| **Position Impact** |
| Direct Reports: | Director of Social Work and Psychology |
| Budget: | Casual – 76 hrs fortnight |
| Selection Criteria |
| ***Mandatory*:*** Tertiary qualifications in Social Work.
* Eligible for membership of the Australian Association of Social Workers (AASW).
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| ***Highly Desirable:**** Demonstrated capacity to provide a broad range of social work services for inpatients in a health care setting, including a knowledge of, and demonstrated skills in, the following:
	+ Psycho-social assessment;
	+ therapeutic intervention/counselling;
	+ development and facilitation of group programs; and
	+ clinical management.
* Effective interpersonal communication skills, in particular:
	+ an ability to develop and maintain rapport with patients, their families/carers and professional colleagues (both internal and external); and
	+ Demonstrated capacity to liaise, consult and negotiate with both internal and external stakeholders.
* Demonstrated ability to work with minimum direction and as part of a multidisciplinary team.
* Effective written communication skills, including the capacity to provide logical and coherent reports regarding patients.
* Effective organisational skills, including the capacity to maintain accurate file records and provide accurate statistical data as required.
* A demonstrated interest in ongoing professional development, training and promoting professionalism and ethical standards in all areas of work.
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| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |