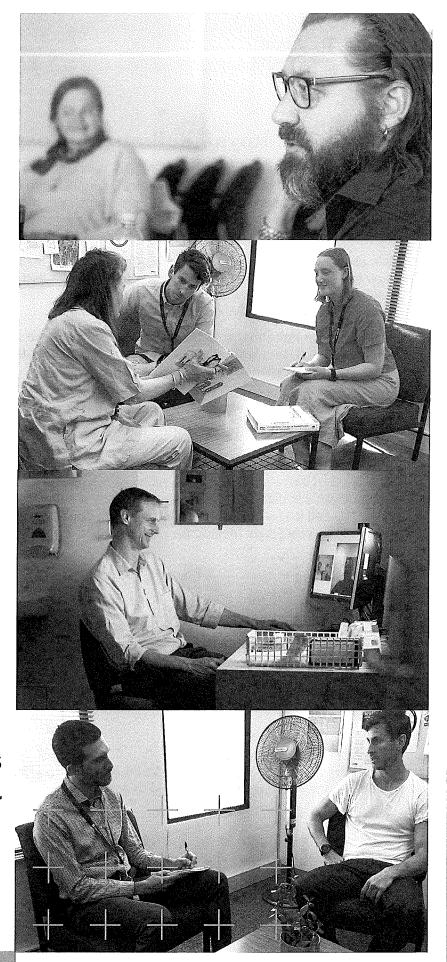


Advancing health for everyone, every day.

Join The Royal Melbourne Hospital's NorthWestern Mental Health Service



**Position Description** 

Social Worker (Grade 2, 0.2 EFT)





## **About The Royal Melbourne Hospital**

As one of Victoria's largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

#### **Our Vision**

Advancing health for everyone, every day.

### The Melbourne Way

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



Lead with Kindness



Excellence Together



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit—embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### **Our Priorities**

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability

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# **Position Description**

**Position Title:** Social Worker (Grade 2, 0.2 EFT)

Service: Aged Persons Mental Health Program

**Location:** Sunshine Hospital

Reports To: Unit Manager, APMHU & Chief Social Worker APMHP

Enterprise Agreement: Victorian Public Mental Health Services Enterprise Agreement 2016–

2020

Classification: YC42-YC45

Immunisation Risk Category: Category A

Date of Review: June 2022

### **Position Purpose**

This is a permanent part-time position based at the Aged Persons Mental Health Unit at Sunshine Hospital. The Unit is a 20 bed acute unit, which provides mental health assessment and treatment for people 65 years and older who reside in the Western metropolitan areas of Melbourne.

- The role of the Social Worker-Grade 2 is to contribute to excellence in patient care through the provision of professional social work services and to provide the highest standard of clinical input to the multidisciplinary treatment team.
- The Social Worker-Grade 2 will provide professional social work services, including psychosocial assessment, social casework (individual & family), supportive counselling, consumer & carer advocacy, family work (including family meetings), groupwork and community liaison, while demonstrating specialist skills in assessment and discharge planning, and other interventions with aged people with mental health problems and their families/carers.
- The position requires previous social work experience, preferably with experience in the aged, mental health or aged mental health sectors. The position requires well-developed clinical expertise and a commitment to high standards of patient care, and a demonstrated capacity to work effectively as a member of the multidisciplinary team.

## **Department Description**

- The Aged Persons' Mental Health Program (APMHP) provides information, support and specialist mental health services to older people aged 65 and over.
- The APMHP is committed to working with consumers during their recovery by offering holistic and evidence based treatment, which is inclusive of family/carers and provided by clinicians with welldeveloped skills.
- The APMHP consists of three acute inpatient units (APMHU), three Aged Psychiatric Assessment & Treatment Teams (APATT), one Intensive Community Treatment (ICT) and a Behaviour and Specialist Intervention Consultation Service (BASICS) working with people living in residential care settings.

## **Key Accountabilities – Position Specific**

 Provide professional social work services, under clinical supervision, for clients and their families and carers, while the client is being treated within the inpatient setting. This includes psychosocial assessment, casework (individual & family), family work, supportive counselling, groupwork, consumer and carer advocacy, information and education regarding resources and services, social support and

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engagement, and community liaison work, while demonstrating specialist skills in assessment and discharge planning, and other interventions with aged people with mental health problems and their families/carers.

- Participate in clinical handover, clinical review, Unit and Social Work meetings.
- Convene and facilitate inpatient family meetings.
- Work with the consumer and carer/family as a system to address family system needs and issues
  (family work), including responding to issues/incidents of consumer/carer safety, such as elder abuse,
  domestic violence, sexual assault, family trauma, childhood abuse & trauma, grief & loss issues,
  homelessness risk, intergenerational issues, and vulnerable children at risk.
- Ascertain the need for formal advocacy for consumers via the Victorian Civil & Administrative Tribunal (VCAT), prepare professional reports accordingly, and attend hearings as applicant.
- Participate in the development of multidisciplinary treatment and discharge plans for clients.
- Ensure effective implementation of discharge plans.
- Manage risk and actively works towards implementing risk reduction strategies.
- Ensure continuity of care to clients, families and carers across inpatient and community settings through close liaison and consultation.
- Network with other health and welfare agencies (particularly aged care, legal, advocacy and accommodation services) on client issues to ensure that clients have access to these services.
- Promote awareness amongst all APMHP staff of the impact of social and psycho-social factors on the client and their families.
- Contribute to education programs for consumers, their families and carers about mental illness and disability in older people.
- Contribute to staff education/training.
- Participate in quality improvement through the ongoing evaluation and feedback of clinical services delivered to consumers, families and carers.
- Undertake regular monthly supervision with a Senior Social Worker.
- Undertake annual performance reviews with Unit Manager and Discipline Supervisor.
- Attend and actively participate in mandatory monthly discipline meetings and annual SW planning meeting.
- Supervise Social Work students on Fieldwork placements.
- Maintain a commitment to continuing professional education and undertake required professional development and mandatory training.
- Participate in relevant research and evaluation programs as required.
- Ensure that the unit and client resources are used effectively, efficiently and in an accountable manner.

## **Key Relationships**

#### Internal

- APMHU Manager
- · Chief Social Worker/Senior Social Worker
- APMHP Social Work team
- Consultant Psychiatrists
- Multidisciplinary Team
- Lived Experience staff
- Administration staff
- APATT-Aged Psychiatry Assessment & Treatment Team
- ICT-Intensive Community Treatment Team

#### External

- Consumers and Family/Carers
- Primary health/Community Care providers (eg. MyAgedCare, ACAS-Aged Care Assessment Service, TCP-Transition Care Program, PAC-Post Acute Care, community nursing
- Aged Care Facilities
- Office of the Public Advocate (OPA) and Victorian Civil & Administrative (VCAT), State Trustees, Senior Rights Victoria,
- Tandem Carers, Carers Victoria

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#### Internal

BASICS-Behavioural Assessment & Specialist
 Intervention Consultation Service

#### External

 Local council services, Home Support services, Planned Activity Groups, other aged care or mental health providers

### **Selection Criteria**

### Formal Qualification(s) & Required Registration(s):

An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

#### **Essential:**

- Minimum of two years post-graduate social work experience in clinical settings. Previous experience in mental health, aged care, or aged mental health regarded favourably.
- Ability to undertake a range of social work interventions, including counselling, social casework (individual and family), family work, group work, and community liaison.
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers.
- Relevant knowledge of the issues faced by older people with a mental illness and their families/carers with sensitivity to the needs of people from diverse backgrounds.
- Demonstrated ability to work as part of a multidisciplinary team
- Ability to liaise, consult and communicate effectively with a broad range of health professionals and community agencies.
- Well-developed skills in writing and in clinical documentation, including case-notes, assessments and clinical reports.
- Excellent organisational, prioritisation and time-management skills.
- Demonstrated initiative-ability to be proactive, problem-solve and to look for opportunities for self-development and service development.
- Understanding of, and demonstrated commitment to Melbourne Health Values (Caring, Excellence, Integrity, respect, Unity)
- Familiarity with and competency in using a range of computer software packages including the Microsoft platform.
- A current Victorian driver's licence.

#### Desirable:

Knowledge of the Mental Health Service system including relevant legislation eg. Mental Health Act, Guardianship and Administration Act, Aged Care Act, services and professional practices eg. Elder Abuse responses, Residential Care Rights, family violence and sexual assault responses.

Ability to speak a second language would be well-regarded.

## Health, Safety and Wellbeing

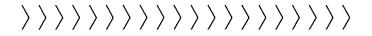
The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;

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- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

### The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

### **Clinical Governance Framework**

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

### **Equal Opportunity Employer**

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

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## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature	 
Employee Name (please PRINT IN CAPITALS)	
Date (day/month/year)	 

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