Western District Health Service Position Description

Integrity Innovation Collaboration Accountability Respect Empathy

Position Title	Community Social Worker
Position reports to	WDHS Mental Health Team Leader
Classification	As per Qualification, experience and Award (Grade 1 and Grade 2 will be considered). 0.6 FTE
Direct Reports	Senior Social Worker
Award/Enterprise Agreement	Health Professionals, Health and Allied Services, Managers & Administrative Officers Enterprise Agreement
Mandatory Qualifications	Bachelor in Social Work (desired)
Mandatory Experience	Inpatient / outpatient Social Work experience and mental health experience
Location	WDHS Hamilton based – some outreach into Southern Grampians Shire may apply
Mandatory compliance Requirements *Mandatory requirements before employment and to be maintained during employment*	• Police check • NDIS • WWCC • Driver's License • Rights to work in Australia

About WDHS

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians and Glenelg Shire community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services, and we are dedicated to living our values of: **I**ntegrity, **I**nnovation, **C**ollaboration, **A**ccountability, **R**espect and **E**mpathy.

Be Yourself - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

wdhs Western District Health Service

Our Values					
Integrity: *We will be open and honest and will do the right thing for the right reason.*	**Innovation:** *We will boldly break new ground and improve the way things are done.*	**Collaboration:** *We will both lead and work together with others in teams and partnership.*	**Accountability:** *We will take responsibility for our decisions and actions.*	**Respect:** *We will value all people's opinions and contributions.*	**Empathy:** *We will endeavour to understand other peoples' feelings and perspectives.*

Our Mission	Our Vision
We enable physical, social and community wellbeing through: • Building awareness of health and preventing ill-health; • Providing highest quality, safe and contemporary service and • Leading and supporting our communities.	*Creating Australia's healthiest rural community*

About the Role

To provide support for patients being discharged from Hospital with their transition back into their homes and community. Ensuring the smooth transition as an outpatient may include monitoring recovery, supporting organising and attending specialist appointments, provide supportive counselling, debrief and education relating to their hospital stay and advocacy for patients' needs with recovery-based organisations.
The role may also support community members seeking assistance with liaising and access to Allied Health Services, (as an outpatient), to improve health and wellbeing outcomes under an early intervention model.

Inherent Requirements

- To provide a confidential and effective social work/counselling service to inpatients, outpatients and the community (individuals, small groups and families), within a "social model of health" framework
- Strong counselling and assessment skills to develop appropriate treatment goals, strong advocacy and coordination skills to develop these plans and recognising when to work in collaboration with services such as District Nursing, rehabilitation / community services.
- Duties will involve working with hospital consumers being discharged and develop their recovery plans with them.
- Active outreach monitoring in a person's home environment may be required.
- Supporting, community members with seeking support with accessing Allied Health services to progress applications for access support with NDIS, Aged Care Pensions etc that may require reports from Allied Health Professionals.

- Advocate for inpatients and outpatients' rights for fair and timely treatment.
- Maintain accurate and timely record keeping with medico-legal considerations.
- Active participation in a multi-disciplinary team with case strong case formulation and treatment planning skills.

Performance Measures/Key capabilities

1. *Counselling Skills – To recognise and apply appropriate and respectful counselling skills to a diverse community group including all developmental ages, genders, cultural and minority groups.*
2. *Assessment skills – To complete strong Formulation summaries informed by interpretation of numerous assessment tools and with consideration of Mental State Exams and Risk Assessments*
3. *Administration skills – To maintain timely medical record in an accurate, medico-legal and professional manner.*
4. *Communication skills – To adapt language to different stakeholders including medical, Allied Health colleagues and, community members. Essential to be able to manage multi-disciplinary and family meetings.*
5. *Professional development – A demonstrated commitment to attending Supervision and identifying and pursuing Professional Development activities.*

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

1 Nursing / Patient Care Role	2. Maintenance / Hotel Services Staff Role	3 Clerical / Administration Role
▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ moving wheeled equipment ▪ use of personal protective equipment and handling ▪ handling general and infectious waste ▪ To participate in emergency procedures as required ▪ **shift work in most roles** ▪ **3 COVID Vaccinations required**	▪ generic maintenance work ▪ working at heights or ladder use ▪ generic out door work ▪ pushing, pulling trolleys ▪ lifting, carrying, pushing and pulling sitting, standing, bending, reaching, holding ▪ moving wheeled equipment ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste ▪ To participate in emergency procedures as required ▪ **shift work in some roles** ▪ **3 COVID Vaccinations required**	▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys ▪ filing ▪ **shift work in some roles** ▪ To participate in emergency procedures as required ▪ **3 COVID Vaccinations strongly encouraged**

Note to All Employees

- All Employee are strongly encouraged to hold 3 COVID Vaccinations and adhere to the WDHS Influenza and vaccination policy to eligible employee. This includes having the recommended annual Seasonal Influenza vaccination.
- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within six (6) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance

(individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.			
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