

Position Title: Social Worker – Grade 3

Campus: Ballarat

Directorate: Primary and Community Care

Department: Social Work

Reporting to: Clinical Manager Social Work and Executive Director Primary & Community Care

Direct Reports: Grade 2 and 1 staff

Appointment Terms/Conditions:

Classification and Code: Social Work Grade 3, Year 1 – Year 4, dependent of years of experience (SC31 – SC34)

Enterprise Agreement: Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

As a Grade 3 *Social Worker* / Senior Clinician, you will have at least seven (7) years' experience, and preferably a post-graduate qualification in the relevant area of practice. You will possess specialist knowledge in the relevant of branch of your profession and will work in related areas as recognised by Grampians Health Ballarat Health Services (GH Ballarat).

You will have excellent communication skills and relationships at all levels, and support the Clinical Manager to enhance team building, service development and excellence and provide a leadership role within the team and Allied Health. Parameters of this position include some of the following; mentoring and supervising

discipline staff, consultative role, research and quality improvement projects, teaching undergraduate and /or post graduate students and providing education to staff from other disciplines.

You will be part of the Social Work Leadership team and have the responsibility of leading one of the Social Work Portfolios.

Additional responsibilities, in supporting the Deputy Manager (East) will be delegated and may include activities such as representing the discipline in relevant forums, and acting as a delegate for the Clinical Manager in her/his absence, monitor daily clinical team operations and oversight of roster and leave requests.

As a Grade 3 allied health professional (AHP) you may be expected to work in various locations and programs within Ballarat and Grampian's regional /external services

KEY ACCOUNTABILITIES

Clinical

1. Clinical

a. Provide advanced assessment, treatment / intervention and consultative services to Grampian's Health clients

- i. 60% time will be spent in client attributable activity as evidenced by analysis of workload statistics
- ii. Ensure the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients / clients and their families
- iii. Advanced knowledge and appropriate use of services relevant to client / family
- iv. Organisational, allied health, program and discipline communication and documentation standards are met, as evidenced by audit
- v. Lead role in relevant ward rounds / case conferences and family meetings

b. Ensure the ongoing ability to provide clinical excellence the Grade 3 Senior Clinician will:

- i. Participate in and meet the standards of the Grampian's Health Services Performance Development & Review Program
- ii. Participate and fulfil requirements of allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs
- iii. Support the Clinical Manager in Performance Management duties as directed, completing relevant tasks as part of the Performance Development & Review Program and Supervision in line with organisational and departmental policies
- iv. Initiate / coordinate and complete a minimum of one documented quality improvement activity or research project for the discipline biannually, which is of sufficient standard to reach publication in a refereed journal / or be accepted for relevant conferences and seminars
- v. Identify and participate in relevant research and take opportunities to prepare and / or present papers at relevant workshops/seminars or conferences
- vi. Monitor new developments through journal review, attend and present at relevant BHS in-services and attend other relevant external educational opportunities.
- vii. Monitor and ensure all clinical activity undertaken fulfils or exceeds the applicable competency standards of the profession, and the minimum standards for the programs into which the Grade 3 Senior Clinician inputs / relates
- viii. Engage in, lead and support clinical work in your discipline/team that is guided by evidence based practice and in which outcomes are monitored and modifications are made as required

2. Clinical Support

a. Leadership and Management

- i. Provide a leadership role within the department and Allied Health team and organisation, supporting the Clinical Manager to enhance team building and excellence
- ii. Coordinate a portfolio area for the social work department as evidenced through outcomes
- iii. Model and facilitate commitment to excellence and accountability as evidenced through participation in performance and outcome measurement, strategic planning, quality improvement, evaluation and research
- iv. Lead or have a lead role in discipline, allied health or multidisciplinary teams, working in consultation with Clinical Manager and key stakeholders
- v. Identify opportunities for more effective service delivery and for professional development opportunities and proactively implement strategies to address these
- vi. Proactively problem-solve, negotiate and manage conflict
- vii. Positively promote the organisation, its services and the role of discipline
- viii. Undertake/coordinate relevant project or committee work as delegated by the Clinical Manager
- ix. Act as delegate for the Clinical Manager as requested

b. Communication

The Grade 3 Senior Clinician will maintain effective oral and written communication at all levels

- i. Active and collaborative participation in the regular GH Ballarat discipline meetings and in allied health, service and program meetings as delegated by the Clinical Manager, as evidenced by attendance records and peer review feedback at annual performance review
- ii. Maintain effective communication within GH Ballarat and with external organisations as evidenced in clinical record audits and via structured feedback such as peer feedback and annual performance review
- iii. Be accessible to the Clinical Manager on a day to day basis, to provide support and assist with problem solving
- iv. Communication with the Clinical Manager in relation to clinical and program issues
- v. In the absence of the Clinical Manager participate in Allied Health, BHS and team meetings as the delegated proxy

c. Information Management

The Grade 3 Senior Clinician will ensure information is managed in line with organisational, allied health and discipline standards.

- i. Documentation standards for all programs served are met as evidenced in audits
- ii. Complete required statistical records for client - related and other activities within the specified timeframes
- iii. In liaison with the Clinical Manager, lead monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities.

d. Human Resource Management

In liaison with the Clinical Manager, the Grade 3 Senior Clinician will participate in workforce maintenance and development.

- i. Initiate and participate in discussion regarding staffing requirements
- ii. Facilitation and participation in the recruitment, performance management, orientation, induction, mentorship, supervision, education and professional development of discipline staff, students (including work experience students) and other BHS personnel as directed
- iii. Participation in Grampians Health Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable
- iv. Assist the Clinical Manager in the completion of performance management activities

e. Service Development

The Grade 3 Senior Clinician will participate in the development of services that are accessible to those clients of Grampians Health with the greatest potential to benefit

- i. Leadership and participation in strategic planning , staff meetings, service development and other relevant forums

The Grade 3 Senior Clinician will understand and adhere to relevant financial aspects of departmental function

- ii. Initiate and participate in discussion pertaining to resource allocation, equipment purchasing and revenue generation
- iii. Understand financial policies and processes, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures such as the GH Ballarat Delegations of Authority
- iv. Facilitate an appreciation of departmental financial processes with junior staff

f. Governance and Risk Management

The Grade 3 Senior Clinician will demonstrate:

- i. Compliance with all GH Ballarat Policies and Procedures
- ii. Adherence to infection control policies and procedures as identified in the Ballarat Health Services Infection Control Manuals
- iii. Participation in the GH Ballarat 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 colleague
- iv. That the affairs of GH Ballarat Services, 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 GH Ballarat Health Services.
- v. Recognition and respect of diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.

Commitment to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues

KEY SELECTION CRITERIA

1. An AASW accredited Bachelor Degree of entry level Master Degree providing eligibility for membership of the Australian Association of Social Workers
2. A minimum of seven years' experience, including significant experience in *the area of health social work* and preferably a post-graduate qualification in the relevant clinical area of practice
3. Demonstrated Social Work expertise in the area of Health/Aged Care Social Work and professional experience in terms of: contextual and organisational awareness, knowledge of situation policies and procedures.
4. Ability to deal with conflict including skills in mediation, capacity to function independently, independence of thought, awareness of own effectiveness and internalised responsibility
5. Demonstrated high level skills in supervising and teaching social workers, social work students and others

6. Demonstrated initiative to lead and develop a service, engaging effectively with consumers and key stakeholders, including effective professional leadership and direction of staff, high level consultation and change management skills
7. Demonstrated ability to establish and maintain effective communication and relationships with people at all levels, skills in provision of specialised consultation on professional matters, strong conceptual skills to provide high level advice to the Clinical Manager on program, practice and policy matters.
8. Demonstrated ability to identify, implement and review quality improvement activities, and positively influence change as required, understanding of the principles of research and/or evaluation
9. Evidence of involvement in, and understanding of, principles of research and/or evaluation
10. Demonstrated ability to monitor, evaluate and modify own performance through reflective practice

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management 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 colleague.
- You must ensure that the affairs of Grampians Health, 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 Grampians Health.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.