

Position Description

Social Worker Grade 1

Classification:	Social Worker Grade 1
Business unit/department:	Social Work
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Full-Time
Hours per week:	40 inclusive of ADO
Reports to:	Social Work Manager/Grade 4 Sub-acute Operations Lead
Direct reports:	0
Financial management:	Budget: 0
Date:	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

This Grade 1 Social Worker position delivers social work services to patients of Austin Health and is required to:

- Perform the duties of this position efficiently to the standards of the Austin Health Social Work Department, AASW (Australian Association of Social Workers) Practice Standards and Code of Ethics
- Provide clinical interventions to patients and families in a range of settings and ensure assessment and intervention is aligned with professional values, skills, knowledge, theory, relevant policies and legislation
- Ensure continuous development through active participation in professional development and research activities.

About the Directorate/Division/Department

This position is based in Austin Health's Social Work Department in the Division of Allied Health which comprises the following:

- Allied Health discipline departments: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology and Creative and Leisure Services
- Tracheostomy Review and Management Service (TRAMS)
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Team

The Social Work Department provides services on all three campuses of Austin Health and across the care continuum. This includes the Emergency Department, bed-based services, and ambulatory care.

The Social Work Department is committed to promoting and providing the highest level of social work practice for all our patients. In realizing this goal, the department will lead and excel in person-centred evidence-based practice, education, and research. Social Workers are expected to participate in activities (appropriate to grade level) which support this, including professional supervision and performance review; research and quality improvement activities; and undergraduate/post graduate student supervision and training.

The Social Worker may be expected to travel across campuses as required and adopt a flexible approach to clinical caseload management and the provision of care. This provides the opportunities to work and provide Social Work services in a range of clinical areas and clinical specialty areas.

Position responsibilities

Clinical Care

- Manage a clinical caseload as directed by the Social Work Manager.
- Provide clinical practice to patients and families in a range of settings and ensure assessment and intervention is aligned with professional values, skills, knowledge, theory, relevant policies and legislation.
- Undertake comprehensive psychosocial assessments, and develop and implement appropriate intervention plans, including care planning, counselling, and discharge planning for patients and their families.
- Assess and respond where patients and/or family members are vulnerable or at risk, such as children at risk, elder abuse, family violence.
- Provide a range of therapeutic interventions relevant to the patient's needs.
- Provide short term counselling services to patients and family members where appropriate.
- Contribute to case conferences and clinical discussions, ensuring psychosocial factors are considered in treatment, rehabilitation and discharge planning.
- Facilitate and attend family meetings and use conflict and mediation skills to resolve issues.
- Provide relevant information and education to patients.
- Develop clinical competencies and theoretical knowledge relevant to social work practice and the specified clinical area.
- Participate in group work.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Accept other duties as directed by Social Work Manager.

Communication / Interaction with others

- Participate and contribute to relevant meetings.
- Liaise and advocate for timely resource allocation as identified in assessment and intervention planning.
- Liaise with other personnel and/or institutions regarding patient care and/or other issues as appropriate.

Quality Improvement and Research

- Participate in quality improvement and research activities that support evidence-based practice and align to the Social Work and Allied Health Division strategy
- Participate in quality assurance processes including audits to support compliance with national standards and Accreditation requirements.
- Comply with discipline and organisational policies, procedures and guidelines.
- Participate in department performance review and development process.
- Ensure personal compliance with mandatory training requirements.

Teaching

When required, contribute to fieldwork placement experiences and opportunities offered to Social Work students (appropriate to Grade 1 level) under direction of more senior staff.

Professional Development

- Attend regular professional supervision and adhere to supervision guidelines.
- Undertake relevant professional development training, including attending the department continuing education program.

Information Management

- Record in patient medical files according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology.
- Meet activity and reporting timelines for projects.
- Maintain and store minutes of meetings in areas of responsibility.
- Record accurate statistics as per policy and procedures.
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values
- Approved degree in Social Work and eligible for practicing membership of Australian Association of Social Work
- An ability to undertake psychosocial assessments, develop and implement intervention plans, including care planning, counselling, discharge planning, and provision of support to patients with complex health conditions, and their supports.
- Proficiency in a range of interventions appropriate to the health context, including crisis intervention, disability and aged care support applications, and contribution to patient and family



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

meetings.

- Demonstrated understanding of theoretical frameworks that inform social work practice in a clinical hospital setting.
- Knowledge of community resources and the ability to negotiate, advocate and problem solve.
- Ability to work autonomously and as part of a multi-disciplinary team.
- Demonstrated capacity to communicate effectively with a diversity of stakeholders.
- Demonstrated interest in and understanding of current directions, issues, and challenges in the delivery of health care services (including consumers)
- Commitment to undertaking supervision and ongoing Professional Development.
- Well-developed written and verbal skills
- Commitment to contributing to quality improvement and research activities
- Computer skills and capacity to learn new IT (Information Technology) skills

Desirable but not essential:

Demonstrated working knowledge of the Victorian public health care system

Professional qualifications and registration requirements

Degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW)

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunization screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future