

Austin Health Position Description



Position Title: Social Worker Grade 1

Classification:	Social Worker Grade 1
Business Unit/ Department:	Social Work
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
Direct Reports:	0
Financial management:	Budget: 0
Date:	February 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognize that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

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 Social Work 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.

Purpose and Accountabilities

Position specific

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.
- 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.

Occupational Health and Safety

- Demonstrate awareness of and adherence to occupational health and safety procedures including Infection Control within the department and the hospital
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management
- Undertake all mandatory training requirements in required timeframes.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse)
- Report incidents or near misses that have or could have impact on safety - participate in the identification and prevention of risks
- Comply with the Code of Conduct.

Selection Criteria

Essential Knowledge and skills:

- 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 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

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	February 2025