

# Austin Health Position Description



**Position Title:**  
**Social Worker Grade 2**  
**Casual**

Classification:	Social Worker Grade 2
Business Unit/ Department:	Social Work
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 - 2026
Employment Type:	Casual
Hours per week:	Casual
Reports to:	Social Work Manager
Direct Reports:	0
Financial management:	Budget: 0
Date:	March 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 2 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, Australian Association of Social Workers (AASW) Practice Standards and Code of Ethics
- Deliver effective Social Work 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 currency of practice through active participation in professional development and research activities.
- Supervise social work staff, as well as students while on fieldwork placement.

## 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 Functions**

- Provide excellent, patient-centered, evidence informed clinical care to a designated patient group as determined by the Manager.
- Provide clinical practice to patients and families in a range of settings and ensure assessment and intervention is aligned with professional values, skill, knowledge, theory, relevant policies, and legislation.
- Undertake comprehensive psychosocial assessments, 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 resolution skills to resolve issues.
- Develop and implement appropriate discharge plans which include long term care management plans.
- Participate and facilitate Group Work as required.
- Maintain clinical records and statistics.
- Develop clinical competencies and theoretical knowledge relevant to social work practice and the designated clinical area.
- Accept other duties as directed by Social Work Manager.

#### **Communication / Interaction with others**

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

### **Professional Development**

- Attend regular professional supervision and adhere to supervision guidelines.
- Facilitate social work clinical supervision to social work staff.
- 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.

### **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.
- Demonstrated 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.
- Proficiency in a range of interventions appropriate to health context, including crisis intervention, group work, disability and aged care applications, and contribution to patient and family meetings.
- Knowledge and skills required to deliver effective Social Work interventions relating to Family Violence and Child Safety risk.
- Knowledge of community resources, including NDIS and the ability to negotiate, advocate and problem-solve to support patients to exit hospital quickly and safely.

- Ability to work autonomously and as part of a multi-disciplinary team.
- Demonstrated ability to communicate effectively with a diversity of stakeholders.
- Demonstrated understanding of theoretical frameworks that inform social work practice in a health setting.
- Demonstrated interest and understanding of current directions, issues, and challenges in the delivery of health care services.
- Clinical supervision experience (staff and / or students).
- A demonstrated history and commitment to quality improvement by undertaking quality / project work and/or research activities.
- A demonstrated history and commitment to ongoing professional development.
- Strong organisational and time management skills.

**Desirable but not essential:**

- Demonstrated working knowledge of the Victorian public health care system and resource allocation

## 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

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	January 2025