

Austin Health Position Description



Position Title: **Grade 3 Social Worker**

Classification:	Grade 3 Social Worker	
Business Unit/ Department:	Social Work	
Employment Type:	Full-Time	Fixed Term
Hours per week:	40 hours per week (incl ADO entitlement)	
Award:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021- 2026	
Reports to:	Austin Health Social Work Manager	
Direct Reports:	0	
Financial management:	Budget:0	
Date:	21/10/2024	

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising of the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognized leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors, 3,000 nurses and 1,000 therapy & science Allied Health staff and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviors, practices, and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve, and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position Purpose

The Grade 3 Social Worker will be recognised as a clinical expert by peers and colleagues both internal and external to the profession and will motivate and inspire others. They will be leaders in building and contributing to the professional knowledge in their area of expertise, with an emphasis on clinical leadership and supporting the development of individuals and their team. As a Grade 3 Social Worker they are expected to have currency of professional knowledge and skills that support patient care at the highest level.

The Grade 3 Social Worker will support the Social Work Manager and Grade 4 Social Work staff in a range of activities including operational management, department planning and development, strategic planning, policy development and resource allocation to a designated clinical stream.

The Grade 3 Social Worker primary clinical work location is the Austin Hospital Campus. This position will provide leadership support to a Social Work team and actively contribute and provide leadership in a portfolio or professional domain within the Social Work Department.

In addition, the Grade 3 Social Worker will:

- Provide operational and clinical leadership in discipline practice
- Manage an individual caseload and act as a consultant/resource in the relevant area of expertise
- Provide a high quality clinical social work service to patients at Austin Health.
- Use their professional knowledge to develop and foster the professional development of others.
- Deliver training and supervision to both staff and students.
- Undertake quality, safety and research activities with guidance and support from the Social Work Grade 4, Research and Quality Improvement Lead.
- Assist a Social Work Grade 4 to enact a designated portfolio.

The Grade 3 Social Worker reports to the Grade 4 Social Worker and Social Work Manager and is expected to travel across campus as required and adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

About Social Work

This position is located at the Austin Hospital based within the Social Work Department. The Social Work Department forms part of the Division of Allied Health which comprises the following services:

- Allied Health – Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Aboriginal Health Team

The Social Work Department provides services on all three campuses of Austin Health across all Clinical Service Units (CSU). The department provides care across the continuum from the Emergency Department through bed-based services and ongoing ambulatory care.

The Social Work Department is committed to providing a comprehensive, skilful, and innovative service for our patients. In realising this goal, the Social Work Department will lead in and excel in research, teaching and the use of person-centred evidence-based practice.

Supported by Grade 4 social workers and Social Work Manager, staff have opportunities to participate in activities such as: professional supervision and performance review, research, quality improvement activities, undergraduate and / or post-graduate student teaching. Social workers also have opportunities to further develop skill and knowledge with access to further training (including leadership training, and project skills development training) relevant to role and have access to relevant forums and conferences.

Purpose and Accountabilities

Role Specific:

Clinical Care

- Provide expert clinical service to Austin Health patients and other patients groups as determined by the Grade 4 Social Worker and or the Social Work Manager.
- Undertake and model evidence-based practice principles and interdisciplinary practice in the provision of care.
- Provide high-level consultation on complex clinical care and planning issues to the multidisciplinary team and external organizations as required.
- Manage and demonstrate detail and complexity in assessment, care planning and intervention with attention to professional values, skills, knowledge, and theory.

Clinical Leadership

- Lead discipline services to a clinical stream of care within the context of departmental and Austin Health aims and priorities.
- Create a team environment which promotes a positive culture, opportunities for learning and development, safety, and welfare of employees.
- Support and supervise Grade 2's, Grade 1's and students.
- In conjunction with the Grade 4 Social Worker or Social Work Manager, re-allocate staff during periods of changing demand.
- Participate in human resource management as requested by the Grade 4 Social Worker or Social Work Manager.
- Participate in the development, implementation and evaluation of policy, service provision and strategic direction of the department, focusing on the designated clinical area and/or team.
- Represent the area of responsibility and/or department at relevant Austin Health forums and meetings as required.
- Support the operations of the Social Work Department and perform additional duties and projects under the direction of the Grade 4 Social Worker and/or Social Work Manager.

- Anticipate change, recognize implications of change, and provide leadership for the change process.
- Attending and participating in Allied Health forums.
- Clinical Supervision on Grade 1 and Grade 2 Social Work staff and Social Work students.

Teaching

- Participate in undergraduate and postgraduate student training in the designated clinical stream.
- Initiate and provide teaching/clinical guidance to members of the department, for example, direct teaching, team meetings and continuing education forums.
- Initiate and provide training and education to hospital staff, other professionals, and student groups within Austin Health and externally on issues pertaining to their discipline.
- Clinical Supervision on Grade 1 and Grade 2 Social Work staff and Social Work students.

Quality Improvement

- Strive towards continuous improvement, by initiating, participating, and continuously evaluating the quality and outcomes of service design and intervention.
- Lead discipline specific improvement activities (in a clinical team, designated work area, social work department, or within allied health).
- Participate in quality assurance processes including audits to support compliance and accreditation requirements.
- Lead the review and/or development of discipline and organizational policies, procedures, and guidelines.
- Comply with the requirements of the National Safety & Quality Health Service Standards e.g.: participate in audits, represent social work on committees etc.
- Maintain a safe working environment for yourself, your colleagues, patients, and members of the public. Report incidents or near misses that have or could have an impact on safety.

Professional Development

- Participate in department performance appraisal, supervision, and professional development planning process.
- Participate in regular supervision with the Grade 4 clinical lead (or clinician) or Manager.
- Undertake education and training relevant to role and performance expectations.

Research

- Develop and implement research projects pertaining to the relevant area of clinical practice as part of the departmental research program
- Present findings of research in relevant publications and at relevant conferences
- Supervise clinical research students as required

Information Management

- Ensure the appropriate dispersion of information to staff.
- 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 and committee work.
- Maintain and store minutes of meetings in areas of responsibility.
- Record accurate statistics as per policy and procedures.

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.

All Employees:

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

Selection Criteria

Essential Knowledge and skills:

- Approved degree in Social Work and eligible for practicing membership of Australian Association of Social Work.
- At least 7 years' experience employed as a Social Worker.
- Extensive clinical knowledge and experience in a clinical area (advanced clinical skills).
- Demonstrated understanding of theoretical frameworks that inform social work practice in a clinical hospital setting.
- Demonstrated leadership abilities, and experience in leading a clinical care team or professional practice area.
- Demonstrated clinical supervision experience (staff and / or students) and ability to educate and develop others.
- Demonstrated skills in quality improvement. Able to undertake quality improvement project work and /or research activity.
- Demonstrated skills in education, teaching and training. Able to promote the professional competence of staff.
- Ability to anticipate change and provide leadership around a change process.
- High level interpersonal skills, proven ability to relate to people at all levels within an organization and ability to promote team development and engagement.
- High level written and verbal skills.
- Demonstrated skills and experience in providing clinical professional supervision to Grade 1 and Grade 2 Social Workers and students
- Demonstrated history and commitment to ongoing professional development and specialization.
- Strong organizational and time management skills.

Desirable but not essential:

- Hold a higher degree or progress towards higher qualification in a relevant clinical area.
- Demonstrated evidence of research, publication, and public presentation.
- Demonstrate a 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/Aborigineemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	21/10/24