

# Position Description

## Position Title: Graduate Social Worker Mental Health Social Work Graduate Program

<b>Classification:</b>	Grade 1 Social Worker
<b>Business unit/department:</b>	Mental Health Division
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Fixed-Term Full-Time
<b>Hours per week:</b>	40 hours per week (38 with ADO)
<b>Reports to:</b>	Program Manager/Team Leader
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	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

The Mental Health Social Work Graduate Program (SW Graduate Program) sits within the Mental Health Division (MHD) of Austin Health. The SW Graduate Program has been developed to deliver highly regarded clinical mental health training and learning for allied health graduates. The program includes two diverse rotations across the Mental Health Division at Austin Health. Graduates will work in multidisciplinary teams and be well supported to develop their general and discipline specific clinical skills. The program aims to prepare Graduates for a Grade 2 role in clinical mental health and support early career learning and development.

#### Benefits of the program include:

- Two diverse rotations across the Mental Health Division  
Rotations may occur in Adult, Child & Youth and State-wide Speciality Services

- Regular graduate professional development training
- Reduced workload to support learner role
- Regular individual discipline specific supervision.
- One day a month of protected learning time.
- Facilitated learning from a Senior Clinician and Clinical Educators
- Monthly group peer supervision sessions with other Allied health Graduates
- Engagement in a two-year targeted program of professional development.
- Second year focussed on skills development workshops and linking theory and practice
- Support developing discipline and mental health competencies
- Be part of a dynamic discipline-specific community of over 60 Social Workers
- An authentic commitment to supporting graduate wellbeing throughout their time at Austin Health

## About the Directorate/Division/Department

The Austin Health Mental Health Division (MHD) provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services in the MHD are located across Austin Health and the community. All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

### The Mental Health Division includes:

#### Adult & Older Adult Services incorporating:

- North East Area Mental Health Service (NEAMHS)
  - Inpatient and Community services
- Community Recovery Program (CRP)
- Prevention & Recovery Care (PARC) program
- Consultation Liaison (CL) Psychiatry
- HOPE

#### Infant, Child & Youth Mental Health Services (ICYMHS) including:

- Inpatient, outpatient and community outreach services
- State-wide and regional responsibility

#### Specialty Services with state-wide role incorporating:

- Psychological Trauma Recovery Service (PTRS)
- Brain Disorder Program (BDP)
- Transitional Support Unit (TSU)



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## Position responsibilities

Key accountabilities:

The graduate position is a two-year term full-time fixed-term contract at eighty hours per fortnight including monthly ADO.

This PD covers the first 12 months

- Provide excellent, consumer centred, discipline specific evidence-based clinical assessments and treatment
- Work closely with medical, nursing and allied health colleagues to provide a comprehensive service to consumers and their family/carers in line with best practice
- Clinical work as allocated, including individual, family/carer and group work
- Take reasonable care for your safety and wellbeing and that of others
- Work in your scope of practice and seek help where required
- Work in partnership with consumers, patients and where applicable carers and families
- Continue to learn through attendance at all Graduate professional development and mandatory training, group supervision and other program learning activities.
- Seek regular feedback on your work from your supervisor and SW Clinical Educator
- Prioritize wellbeing and ensure safe work practices are developed and adhered to in their area
- Active participation in team meetings and clinical reviews
- Builds effective relationships with staff, colleagues and service providers to ensure optimal outcomes for patients
- Demonstrates the values of Austin Health in everyday practice such as 'our actions show we care', 'we bring our best', 'we shape the future' and 'together we achieve'
- Participates in organizational change and shows a commitment to innovative work practices

Report writing and administration

- Document in unit records for all patients according to standards, hospital protocols and guidelines
- Provide reports/referrals to external agencies as appropriate
- Utilise Austin Health clinical technologies and tools as per policies procedures and guidelines
- Undertake Division administration activities as directed

Professional Development

- It is expected that graduates will attend and participate in all components of the mental health graduate professional development program.
- Participate in wellbeing, supervision and Professional Development requirements
- Undertake the required graduate education and training to ensure clinical practice is current and evidence based
- Demonstrates a commitment to continuous self-improvement and learning to broaden own abilities and skills

Quality and Risk:

- Maintain an understanding of individual responsibility for consumer safety, quality & risk
- Be aware of and comply with the mandatory training and core education requirements



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- Maintain a safe working environment for yourself, your colleagues, consumers and their family/carers and members of the public
- Report incidents or near misses that have or could have impact on safety

#### 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
- Record accurate statistics as per policy and procedures

#### Key Relationships:

- Internal:
  - Program or Unit Manager
  - Team Leader
  - Multidisciplinary Team
  - Consumer and Carers
  - Discipline Supervisor
  - Discipline Clinical Educator
  - Discipline Senior
- External:
  - Key community stakeholders

#### All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse):
- <https://austinhealth.sharepoint.com/sites/OPPIC>
- Comply with the Code of Conduct
- Report incidents or near misses that have or could have impact on safety – participate in independent and prevention of risks
- Adheres to and complies with relevant legislation i.e. Mental Health and Wellbeing Act 2022 and the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005.

## Selection criteria

#### Essential Knowledge and skills:

- Knowledge of the adult, child and adolescent mental health field and associated health and welfare services.
- An understanding of the concept of recovery and collaborative clinical practice
- A basic understanding of the mental health service system and the Mental Health Act
- Ability to undertake a range of evidence-based assessments and interventions, including individual, family, group work and community liaison
- Ability to work both independently and interdependently
- Fieldwork, paid or voluntary experience in a mental health or health or aged care setting and/or demonstrated interest in developing knowledge and skills in the mental health area
- Ability to work with consumers, family and carers from a range of cultural backgrounds and to provide gender sensitive services
- Ability to function effectively as part of a multidisciplinary team



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- Well-developed interpersonal skills and ability to communicate effectively with others (verbal and written communication)
- Sound organizational skills and demonstrated capacity for using initiative and problem solving
- Demonstrated interest in ongoing professional development and ability to reflect and learn from experience
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future
- Good communication skills, both written and verbal
- A current Victorian driver's license
- A current Working with Children's Check

#### **Desirable but not essential**

- Competent computer skills
- Ability to converse in a language other than English.
- Good presentation and public speaking skills.
- Aboriginal and Torres Strait Islanders and/or those with experience in working with ACCHO and Aboriginal Communities and Families are highly encouraged to apply

### **Professional qualifications and registration requirements**

#### **Mandatory Qualifications**

- An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers

### **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**



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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).
- 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 immunisation 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.



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