

# Position Description

## Position Title: Grade 3 Social Worker – Team Leader / Senior Clinician

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|----------------------------------|--|
| <b>Classification:</b>           | Grade 3 Social Worker  |
| <b>Business unit/department:</b> | Allied Health / Social Work  |
| <b>Work location:</b>            | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026  |
|                                  | Choose an item.  |
|                                  | Choose an item.  |
| <b>Employment type:</b>          | Fixed-Term Part-Time   |
| <b>Hours per week:</b>           | 24 hours   |
| <b>Reports to:</b>               | Grade 4 Social Worker  |
| <b>Direct reports:</b>           | Nil reports  |
| <b>Financial management:</b>     | Budget: nil  |
| <b>Date:</b>                     | May 2026   |

Austin Health acknowledges the Traditional Custodians of the land on which we operate, 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 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 who build and lead teams which provide contemporary, evidence-based social work services which are aligned with the strategic priorities of Social Work and Austin Health. 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 teams across Social Work Department.

Grade 3 Social Workers are expected to have currency of professional knowledge and skills that support patient care at the highest level. They will possess significant knowledge and experience in the delivery of core clinical social work practices, which are underpinned by evidence-based care. They will have extensive knowledge of the legislative frameworks and requirements that apply to Social Work practice and adhere to these. They will be effective communicators who demonstrate an understanding of social work services within the context of public, tertiary healthcare.

## About the Directorate/Division/Department

The Social Work Department aims to provide services to Austin Health patients and their families/carers which assists in the minimisation of the negative impacts of illness and hospitalisation. We aim to enhance social and emotional functioning through targeted interventions; whilst leading and excelling in research, teaching and the use of person-centred evidence-based practice.

Supported by a team of senior clinicians, 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 skills and knowledge with access to further training (including leadership training, and project skills development training) relevant to their role.

The Social Work Department forms part of the Division of Allied Health, which comprises the following services: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Psychology (General Hospital), Creative and Leisure Services, Tracheostomy Review and Management Service (TRAMS). Spiritual Care, Language Services, Ngarrra Jarra (Aboriginal Health) Program, Disability Liaison Officer Program and Ability@Austin.

The Social Work Department provides services on all three sites of Austin Health, across a wide range of clinical and ambulatory services. Social Work staff are expected to travel across sites as required and adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

Grade 2 and 3 Social Work employees may be rostered across a 7-day working week, by agreement.

## Position responsibilities

The Grade 3 Social Worker supports a clinical team of Grade 1 and 2 Social Workers to provide an efficient and effective service. They will provide clinical expertise in the relevant specialty area as well as demonstrate significant knowledge and experience in the delivery of core clinical social work practices.

The Grade 3 Social Worker will:

- Demonstrate leadership to support the performance of a clinical team, including collaboration with others to coordinate service provision to ensure safe, timely and effective care and effective team performance.
- Provide expert clinical advice to other clinicians.
- Provide expert clinical care to patients, families and carers.
- Support junior staff and students through supervision and the provision of expert clinical advice.
- 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.
- Work collaboratively with the Social Work Department manager and senior clinicians to ensure a consistent and aligned approach to the delivery of service across the department.
- Participate in (and potentially lead small scale) Quality and Research activities within the Social Work Department.
- Undertake ongoing professional development activities in order to maintain currency of practice.
- Use their professional knowledge to develop and foster the professional development of others.



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- Undertake non-clinical portfolio activities with guidance and support from the relevant Social Work Grade 4.

### **Clinical Expertise**

- Demonstrate extensive specialist knowledge in relevant area of expertise and act as a clinical expert (in this area) across Social Work, Allied Health, and Austin Health.
- Manage an individual caseload and act as a consultant/resource in the relevant area of expertise
- Provide timely clinical care and clinical escalation when required, consistent with professional standards, legislative and organisational requirements and KPIs.
- Represent the area of responsibility and/or department at relevant Austin Health forums and meetings as required.
- Ensure documentation and data management regarding clinical care is completed as per guidelines and within KPIs.
- Possess advanced knowledge of legislative frameworks and requirements (such as Family Violence, Child Safety, VCAT and NDIS) and successful examples of integrating these into clinical practice.
- Demonstrate commitment to and knowledge of the provision of culturally safe and inclusive clinical practice.

### **Leadership**

- Provide agile leadership and support to clinicians - with detailed understanding of service requirements and KPIs.
- Cultivate a positive and respectful team culture which fosters staff engagement, wellbeing, capability and life-long learning.
- 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.
- 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.
- Be willing to provide leadership to Social Work Teams at other Austin Health campuses, including in other clinical areas as required, including during periods of staff absence or high clinical demand.
- Provide Clinical Supervision to Grade 1 and Grade 2 Social Work staff and Social Work students.

### **Quality Improvement and Compliance**

- 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 organisational policies, procedures, and guidelines.
- Reviews discipline specific and/or interdisciplinary policies and procedures and uses their clinical expertise and knowledge to inform this.
- Participate in department performance review and development process.



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### Education:

- Participate in undergraduate and postgraduate student training in the area of clinical specialty.
- 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 on issues pertaining to their discipline.
- Provide clinical teaching and training to Grade 1 and Grade 2 Social Work staff and Social Work students.
- Support and encourage staff to embrace a culture of continuous learning and development.
- Promote the professional competence and capability of staff.

### 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.

### All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- 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 of processes.
- Comply with the principles of person-centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## Selection criteria

### Essential skills and experience:

- Approved degree in Social Work and eligible for membership of the AASW (Australian Association of Social Work).
- Demonstrated 7 years clinical expertise in a particular field/service area.
- Demonstrated high level understanding of theoretical frameworks that inform social work practice in a clinical hospital setting.
- High level interpersonal skills, proven ability to relate to people at all levels within an organisation and ability to promote team development and engagement.
- High level communication skills, including written and verbal skills.
- Experience working in public health context.
- Demonstrated experience in the operation of electronic medical record software and MS office programs.



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- Demonstrated history and commitment to ongoing professional development and specialisation.
- Meet annual continuing professional development requirements in line with AASW CPD standards and Austin Health Credentialing Policy.
- Strong organisational and time management skills.
- Maintain a valid Working with Children Check.

#### Desirable but not essential:

- Holds a higher degree or progressing towards higher qualification in a relevant clinical area.
- Demonstrated evidence of research, publication and public presentation.
- Involvement in relevant working parties of special interest groups.

### Professional qualifications and registration requirements

- Approved degree in Social Work and eligible for membership of the AASW (Australian Association of Social Work).

### 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).
- 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.



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## 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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