



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## **SOCIAL WORKER**

An exciting opportunity exists for a Social Worker at Swan Hill District Health (SHDH).

The Social Worker will form part of the clinical multidisciplinary team across the acute, sub acute, aged care and primary care departments. The Social Worker will be a key contributor to patient care and treatment planning through the provision of expert social work assessment and intervention with an emphasis on patient, family and carer engagement. The Social Worker will have leadership opportunity in the development of SHDH policy, procedure and education relevant to current government policy initiatives in the fields of family violence and child safety contextual to the SHDH setting.

SHDH offers employees flexibility to promote a positive work/life balance. In addition, employees can expect:

- Advanced training opportunities
- A professional and committed workforce
- Variety in work and a sense of achievement for the community

Swan Hill is located on the Murray River, around 3.5 hours from Melbourne. Swan Hill boasts an inclusive community atmosphere, temperate climate, safety, affordability, cultural diversity, schools, shopping, dining and recreation among its best features.

### **Want More Info?**

For more information contact Rose Hanns, Nurse Unit Manager Acute Ward at Swan Hill District Health (03) 5033 9253 email: [rhanns@shdh.org.au](mailto:rhanns@shdh.org.au)

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by email: [employment@shdh.org.au](mailto:employment@shdh.org.au).

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing Date: 5<sup>th</sup> October, 2018**



<b>Position:</b>	<b>Social Worker</b>
<b>Classification:</b>	Social Worker
<b>Department:</b>	Acute Ward
<b>Reports to:</b>	Nurse Unit Manager
<b>Position Summary:</b>	<p>The Social Worker will be accountable for providing quality patient care through the application of competent clinical skills in assessment, planning, and implementation of treatment. To provide effective and efficient social work management of patients in range of areas including Acute, Sub-Acute, Aged Care and Primary Care. Lead Family Violence and Child safety initiatives/ongoing implementation. Perform the role of Specialist Family Violence advisor.</p> <p>The Social Worker will work as part of a multidisciplinary team within an acute hospital setting requiring close collaboration with the acute clinical team (including medical, nursing and allied health). Respond to inpatient referrals as required and provide psychosocial assessments and interventions for patients and their family/carers. To participate in discharge planning and relevant meetings. To develop and lead Family Violence and Child Safe action plans and provide Specialist Family Violence advice to staff.</p>
<b>Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide where required assessment, case management, crisis intervention, counselling and discharge planning for SHDH patients, residents, and clients</li> <li>2. Facilitate acute discharge planning assisting patients to consider care plans where appropriate, and liaise with and refer to other services (internal and external).</li> <li>3. Provision of psychosocial assessment, including family violence and child safe assessments, general and bereavement counselling, information and advocacy to patients and their families/carers in a client centred framework.</li> <li>4. Participate in ward conferences and arrange family conferences where appropriate.</li> <li>5. Assist hospital staff to recognize patient's psychosocial needs through liaison, advocacy, education, case discussion and clear recording.</li> <li>6. Provide crisis counselling services and refer long term to counselling services (internal and external).</li> <li>7. Provide support, education and advice for staff.</li> <li>8. Lead Family Violence and Child Safe initiatives including the ongoing implementation of The Strengthening Hospital Response to Family Violence Project (SHRFV) -see attachment A for specifications.</li> </ol> <p>Perform the role of Specialist Family Violence Advisor (0.4EFT) including all specified duties and responsibilities as outlined in attachment B.</p>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Bachelor of Social Work and eligibility for membership of the Australian Association of Social Workers</li> <li>2. Experience in working in a health related field and demonstrated ability to provide a range of social work services including assessment, case management, discharge planning, crisis intervention, counselling, advocacy and education.</li> <li>3. Demonstrated ability to work effectively and collaboratively within a</li> </ol>

	<p>multi-disciplinary team.</p> <ol style="list-style-type: none"> <li>4. Demonstrated ability to communicate clearly and succinctly including people that may experience a range of communications difficulties.</li> <li>5. Demonstrated knowledge of the Australian Association of Social Workers' Code of Ethics and the ability to demonstrate how this underpins professional and ethical practice.</li> <li>6. Demonstrated ability to manage a demanding workload through effective prioritizing of tasks.</li> <li>7. Excellent computer literacy including MS Office, email and internet.</li> <li>8. Experience and knowledge in Family Violence sector Project management skills</li> </ol>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence Values - Standards of Behaviour</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>

<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	August 2018
<b>Reviewed:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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<b>General Information</b>			
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<b><u>Home phone</u></b>	<b><u>Mobile</u></b>	<b><u>Email</u></b>

Are you of Aboriginal/Torres Strait Islander Origin?    No       Aboriginal       Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category?       Yes    No

Are you an Australian Citizen or Permanent Resident:  Yes    No      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number : \_\_\_\_\_

Do you require sponsorship?       Yes    No

Where did you hear about the position you are applying for?

Newspaper       Internet       Swan Hill District Health Website       Social Media (Facebook)

<b>Conditions of Employment</b>			
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is casual / relieving** unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585