



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

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

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.

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: Sunday, 20th September 2020



Position:	Social Worker
Classification:	Social Worker
Department:	Acute Ward
Reports to:	Nurse Unit Manager
Position Summary:	<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>
Responsibilities:	<ul style="list-style-type: none"> • Provide where required assessment, case management, crisis intervention, counselling and discharge planning for SHDH patients, residents, and clients • Facilitate acute discharge planning assisting patients to consider care plans where appropriate, and liaise with and refer to other services (internal and external). • 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. • Participate in ward conferences and arrange family conferences where appropriate. • Assist hospital staff to recognize patient's psychosocial needs through liaison, advocacy, education, case discussion and clear recording. • Provide crisis counselling services and refer long term to counselling services (internal and external). • Provide support, education and advice for staff. • 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. • Perform the role of Specialist Family Violence Advisor (0.4EFT) including all specified duties and responsibilities as outlined in attachment B.
Key Selection Criteria	<ul style="list-style-type: none"> • Provide where required assessment, case management, crisis intervention, counselling and discharge planning for SHDH patients, residents, and clients • Facilitate acute discharge planning assisting patients to consider care plans where appropriate, and liaise with and refer to other services (internal and external). • Provision of psychosocial assessment, including family violence and child

	<p>safe assessments, general and bereavement counselling, information and advocacy to patients and their families/carers in a client centred framework.</p> <ul style="list-style-type: none"> • Participate in ward conferences and arrange family conferences where appropriate. • Assist hospital staff to recognize patient's psychosocial needs through liaison, advocacy, education, case discussion and clear recording. • Provide crisis counselling services and refer long term to counselling services (internal and external). • Provide support, education and advice for staff. • 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. • Perform the role of Specialist Family Violence Advisor (0.4EFT) including all specified duties and responsibilities as outlined in attachment B.
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	<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>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<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>

Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	August 2018,
Current:	July 2020
Managers Name:	Ms. Rose Hanns
Managers Signature:	
Employees Name:	
Employees Signature:	

1. Summary of Activity

The following describes the scope of the Schedule. While listed separately, SCHS recognise that this is an integrated and coordinated solution.

Summary of Activity

Specialist Advisor Family Violence Alcohol & Other Drugs
(FVAOD)

Description	Provide 0.4FTE Social Worker Grade 2 to provide services on the ground in the Southern Mallee Area to support the implementation of the DHHS Specialist Advisor Family Violence AOD program from 5 March 2019 to 30 June 2022.
Outputs	<ul style="list-style-type: none"> • Quality service delivery in accordance with the program guidelines and the agreed service castings. • Support state funded AOD services in the southern Mallee to implement the following: <ul style="list-style-type: none"> • The MARAM Family Violence risk assessment framework • Information Sharing under the Family Violence and Child wellbeing information sharing schemes. • Provision of specialist Family Violence advice to State funded AOD services in the Southern Mallee.
Intended Outcome	A model of care in State funded AOD services that promotes the safety and well-being of women and children. And also ensures that perpetrators of family violence are kept in view and held accountable for their offending behaviour.

1. The AOD Specialist Family Violence Advisor to undertake the following activities:

- Provide practice leadership to the target client group across agencies in the catchment.
- Identify emerging trends, needs and gaps in service delivery and practice issues, and use this knowledge to generate changes in systems and approaches, including initiating and contributing to the development of relevant policies, protocols and procedures.
- Identify, establish and further develop intra and inter agency processes and practices that support high quality responses to individuals and families experiencing family violence and those using family violence.
- Facilitate client information sharing and support joint work between AOD and family violence agencies to achieve better engagement with specialist family violence services.

- Provide secondary consultation regarding a specific client experiencing family violence to clarify relevant issues and to provide advice about the client's ongoing management.
- Assist the AOD workforce to identify family violence related risk and strategies to mitigate those risks for individual clients.
- Assist AOD workers to understand and navigate the specialist family violence system.
- Maintain an in-depth knowledge of the specialist family violence support services in the area, The Orange Door Support and Safety Hubs, and the eligibility requirements for such services.
- Keep up to date information on waitlists and alternatives for family violence support services in the area.
- Participate in local governance networks and program communities of practice to facilitate engagement and joint work between AOD and specialist family violence services and staff, and to promote knowledge sharing and professional development.

2. Area-based Implementation Committees

2.1. Function

Area-based Implementation Committees were established by the Specialist Family Violence Capacity Building Advisors (Phase One) in each of the 17 DHHS areas to identify service and capacity across the area. It is proposed to use these established local governance structures, building on them to support Phase 2 of the Program.

The Area-based Implementation Committees will meet regularly to:

- Oversee the development of local implementation plans.
- Support local implementation in alignment with Program objectives.
- Contribute local knowledge and expertise about the three sectors to inform implementation.
- Provide advice and feedback on local level system gaps and barriers to implementation.
- Identify and propose solutions to local operational issues.
- Contribute to workforce development strategies relevant to the program.
- Undertake communication with key stakeholder groups.
- Provide a forum for feedback, support and guidance to advisors and sector workforce.
- Work collaboratively with the State-wide Coordinator and implement changes to program policies and strategies authorised by the State-wide Steering Committee.
- Support local and State-wide monitoring and reporting processes inclusive of regular reports to the State-wide Steering Committee.
- Contribute to local and State-wide review and evaluation processes.

2.2. Membership

The proposed membership of the Area-based Implementation Committees includes:

- Specialist Family Violence Capacity Building Advisors (Phase One)
- AOD Specialist Family Violence Advisors (Phase Two)
- MH Specialist Family Violence Advisors (Phase Two)
- Family Violence, AOD and MH auspice agencies
- Area DHHS representative
- Area MH Services
- Area AOD agencies
- Area Family Violence agencies
- Local Orange Door System Navigator (where applicable)

3. PERFORMANCE AND REPORTING

SHDH must ensure that the Specialist Advisor FVAOD:

- a) Undertakes an organisational readiness assessment-Format and any tool used to be agreed with SCHS
- b) Develops a work plan, in consultation with SCHS, to implement the objectives as detailed in the program guidelines.
- c) Implements the work plan once developed.

Frequency	What we expect from you	What you can expect from us when this happens
Each month	Participate in discussions about performance and service delivery	Discussions about progress towards implementation plan, data for service planning and delivery, support with integration and collaboration of services
Each month	Submit Updated work plan	

3.1 Performance reporting In reference to all funded activities:

The Drug Policy & Reform Unit is currently working on an Outcomes Framework for the project to be considered by the State-wide Steering Committee. Reporting, monitoring and evaluation options are currently being explored by Family Safety Victoria and the Drug Policy & Reform Unit, DHHS, and will be presented to the State-wide Steering Committee in early 2019.

3.2 Monitoring of performance

Each month SHDH will meet with SCHS to discuss a range of topics, including but not limited to:

- Development and Implementation of the work plan
- Any issues or developments arising,



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

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

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

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

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)

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585