

# Position Description

## Senior Social Worker Team leader

<b>Award &amp; grade:</b>	Community Health Centre Stand Alone Services SACS Multi Enterprise Agreement 2013-2015
<b>Salary range</b>	Dependent upon skills and qualifications
<b>EFT</b>	0.6 EFT
<b>Reporting to</b>	Counselling and Casework Program Manager
<b>Accountable to</b>	CEO
<b>Tenure</b>	Ongoing dependent on funding
<b>Direct reports</b>	3
<b>Location</b>	NRCH, 23 Lennox Street, Richmond VIC 3121
<b>Date issued</b>	26/02/2015

## Organisation Profile

**North Richmond Community Health (NRCH)** is committed to making healthcare more accessible and culturally relevant.

Our community health centre in Richmond provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.

## Position Objective

The position will contribute to the achievements of the organisation's aims and objectives by providing:

- Casework and counselling services to community
- Leadership in developing quality counselling and casework services which respond to the diverse and changing needs of the local community

# Position Description Cont.

## Senior Social Worker

### Key Responsibilities

#### Service Provision

- Provision of casework to clients with complex needs including family violence, intergenerational and cultural family conflict and high prevalence mental health disorders
- Provision of information and referral services as well as generalist support services in addressing the health and welfare needs of clients
- Maintain current, comprehensive and accurate client case files, care plans and statistical data as required, ensuring client confidentiality
- Plan, implement and evaluate programs that respond to the needs of NRCH clients
- Provide a secondary consultation service to staff of NRCH and external services to better meet the social work needs of NRCH client groups

#### Leadership

- Provide team leadership and co-ordination of counselling and casework team
- Seek out opportunities to increase services to the local community through new funding opportunities and partnerships
- Ensure staff are provided with appropriate levels of clinical supervision and support to undertake their duties safely and within a framework of high quality, client focused services
- Contribute to continuous improvement, quality and organisational goals
- Contribute to, liaise with, and maintain links with various stakeholder, community, clients, sector forums and networks to enhance program effectiveness
- Support and encourage the professional development of staff
- Prepare reports and other relevant service related documentation
- Provide or assist with Student Placements
- Participate in annual Performance Appraisal process

# Position Description Cont.

## Senior Social Worker

### Key Selection Criteria

#### **Role Specific competencies**

- Experience in practicing a range of counselling interventions and working with interpreters in a counselling setting
- Demonstrated experience in managing issues pertaining to Family and Domestic Violence
- Demonstrated experience in provision of secondary consultations to staff with minimal experience in managing issues pertaining to Family and Domestic Violence
- Sound knowledge and understanding of the issues impacting on people from CALD communities, newly arrived and emerging communities including refugees and asylum seekers
- Knowledge and ability to work on various computer programs including electronic health records
- Excellent written, communication, negotiation, time management and organisational skills

#### **Qualifications \ Registration requirements**

- Tertiary qualifications in Social Work or related discipline
- Current Victorian driver's license
- The successful applicant will be required to undergo a National Police Check and hold a current Working with Children's Check.

# Position Description Cont.

## Senior Social Worker / Counselling

### Internal Training Requirements

Topic	Timeframe for completion
Induction	Within 6 months of employment
Cultural Awareness	Within 6 months of employment

### Responsibilities and conditions of employment

All employees of North Richmond Community Health are required to follow specific common conditions of employment as outlined in the NRCHL Policy and Procedures Manual. Key responsibilities and conditions include

- Employment terms and conditions are consistent with National Employment Standards and relevant awards/agreements. Salary is set commensurate with funding, award/agreements, sector expectations and individual skills/experience relevant to the role.
- Employees are expected to conduct themselves in a manner consistent with organisation's Code of Conduct, Scope of Practice, Employment Contract, Cultural Competency standards and all other policies and procedures.
- Employees are expected to contribute positively to a safe workplace by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Regular working hours will be negotiated but will be within operational hours. From time to time, some out-of-hours work may be required. Employees are expected to present for work on time, and follow notification guidelines when ill or late for work.
- Appointment is subject to a six-month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and an ongoing employment decision will be communicated.
- Performance is reviewed formally on an annual basis and all staff will have responsibility for an individually tailored work plan. All position descriptions are open to periodic review by management in consultation with staff.
- NRCHL provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.

### Further Information

**Margaret McPherson**

**Practice Manager – Medical Services**

**Dip PM, CPMAAPM**

North Richmond Community Health Limited

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