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| **POSITION DESCRIPTION** |
| **Position Title:** | Social Worker  |
| **Service/Facility/Department:**  | Community Aged & Disability |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Community Services Manager, Service Manager, Clinical, Registered and Endorsed Enrolled Nurses, Home Care Worker Team Leader, Home Care Workers and the Client Service Centre. |
| **External:** Clients and their carers and family or friends, referrers, the community, other professional health staff within the community and industry. |

**Position Statement / Overall Purpose**

The overall purpose of the Social Workeris to provide clinical services in the area of social work to clients within the health service district of Anglicare Southern Queensland (Anglicare).

The Social Worker is also responsible for the development, implementation and evaluation of education sessions and/or workshops and to provide professional leadership and support to care staff, particularly in responding to emerging issues in providing services to people with complex needs.

The Social Worker will work in accordance with the values of Anglicare Southern Queensland and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Current Blue Card with Yellow Card exemption
* Current Queensland Drivers Licence
* Degree in Social Work or equivalent that would be recognised by, and allow for eligibility for membership with, the Australian Association of Social Workers (AASW)

**Key Selection Criteria**

* Demonstrated ability to provide a high standard of social work service in a community setting, to the elderly, the younger disabled and their carers.
* Demonstrated well developed written, oral and interpersonal communication skills.
* Demonstrated ability to work within a community based multidisciplinary team environment, including the capacity to negotiate with a range of stakeholders, operate flexibly, and have the capacity to problem solve.
* Demonstrated ability to work autonomously and consistently meet deadlines by utilising strong organisational and caseload management skills.
* Ability to provide understanding of quality processes and standards in a clinical setting.

**Key Accountabilities and Responsibilities**

1. **Accountability: Clinical Responsibilities**

**Responsibilities:**

* Provide clinical services to patients in accordance with professional standards including:
	+ Receiving and identifying referrals,
	+ Assessing client treatment and service requirements,
	+ Conducting relevant consultation with clients,
	+ Planning and implementing the treatment in accordance with evidence based practice,
	+ Completing discharge planning,
	+ Reporting, documenting and providing feedback accordingly.
* Attend and contribute to relevant clinical, professional and departmental meetings.
* Actively contribute to quality improvement processes and participate in recording service data.
* Participate in clinical and professional supervision and participate in student education and learning.
* To comply with the requirements of workplace health and safety, equal employment opportunity and anti-discrimination practices and behaviour in the work environment.
* Provide individual/group counselling on matter involving relationships, grief and loss, accessing services, advocacy, complex family situations and other situations.
* Provide staff support and education in areas such as psychosocial needs of clients, behaviour management, and group facilitation.
* Comply with organizational policies and procedures, including the development of procedures in line with organizational and professional policy.
* Maintain accurate and confidential records of clients’ assessments, treatment progress and discharge summaries
* Participate in continuing professional development opportunities.
1. **Administration**

**Responsibilities**

* Comply with organisational requirements for the accurate and timely completion of documentation and statistics.
* Ensure the effective use of materials and resources.
* Apply and support others to apply, client centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.
* Maintain current clinical records and statistical collection and prepare reports as necessary.
1. **Accountability: Quality**

**Responsibilities:**

* To develop, implement and evaluate policies and procedures and review existing documents to ensure a high standard of social work services for clients.
* To promote and maintain best practice standards in social work services though the development and implementation of quality management programs and strategies.
* Practice in accordance with social work professional conduct and code of ethics.
* Demonstrating a high level of expertise and being a key member of the multidisciplinary team, ensuring close liaison between acute, community and primary care teams, to promote continuity of client care.
* Communicating with patients, carers, and other service users, providing, receiving and dealing with highly complex, sensitive, and contentious information, with the potential for significant barriers to understanding.
* Participating in regular research to implement evidence based practice.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.