

# Position Description

Position Title	Social Work Grade 2
Position Number	30103304
Division	Clinical Operations
Department	Mental Health
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Qualified Social Worker Grade 2 Year 1 – Year 4
Classification Code	YC42 – YC45
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Clinical Operations Division

The Clinical Operations Division encompasses acute and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children. Refer to "Division Blurbs" (to go on intranet under recruitment tools) to insert description and purpose of the division.

## The Psychiatry Extended Care Unit (ECU) Team

A 20 bed secure inpatient unit providing medium to long term inpatient treatment and rehabilitation for patients who experience unremitting and severe symptoms of a mental illness for persons aged 18 to 65 years. The ECU is the preferred area for those patients with a serious mental illness, who have unremitting symptoms together with significant disturbance of behaviour which inhibits the patient capacity to live in the community and requiring intensive rehabilitation that cannot be undertaken in a community setting. Admission to ECU is contingent on the referred patient having a significant mental illness and an enduring psychosocial disability, with identified treatment and rehabilitation needs that cannot be met in a community setting due to behaviour disturbances which pose a significant risk to themselves or others.

## The Position

This position works as part of the Allied Health team, and provides Social Work services to Psychiatric Inpatient Services through mental health assessment, treatment and support to patients.

The team also provides advice, education and support to carers, family and health care providers. In concert with the multi-disciplinary team, this position functions to strengthen and enhance the contribution of discipline specific skills, resources and experience available to patients of the service, their carers and other involved services and parties.

## Responsibilities and Accountabilities

## Key Responsibilities

- Provide social work services to inpatients and members of their family/support network
- Work as a member of an inter-disciplinary team involved with assessment, treatment planning, implementation, and recovery focused discharge planning
- Address the issues of support for patients of the service, and their carers and service providers, with social work services aimed towards assisting them to function in the least restrictive environment
- Maintain current knowledge of community services/resources that can assist patients and families
- Carry out comprehensive psychosocial assessments of patients and the family on initial referral
- Examine any “at risk” factors and make appropriate social work intervention
- Refer the patient to other appropriate team members when appropriate
- Liaise with, and refer to, other departments of the Bendigo Health
- Liaise with, and facilitate referrals to, other Community Services
- Participate in group programs to provide opportunity for education and support for patients and their carers
- Liaise with other services and act as an advocate on behalf of patients
- Oversee the development and implementation of reports and applications for a range of medical/legal processes included, but not limited to; VCAT, accommodation, referrals to other services, Office of the Public Advocate, State Trustees, National Disability Scheme and Supported Residential Services
- Active participation in team meetings, organisational meetings, quality activities, staff development, and training and supervision programs as required.
- Maintain accurate documentation and reports as needed by Bendigo Health
- Act as role model and leader within the discipline of Social Work to peers and junior staff
- Supervision of tertiary student placements as required.
- Provide support to other psychiatric services units as deemed appropriate
- Other duties as determined by the Business Unit Manager

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government’s Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee’s employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Degree in Social Work recognised by the AASW and eligibility for AASW national accreditation status

2. National Police Record Check – A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Bendigo Health.
3. Ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
4. Drivers Licence – A current Victorian driver’s licence is required for this position

## Desirable

5. Demonstrated clinical experience and skills in Rehabilitation and Recovery oriented service provision, in community settings
6. Well-developed verbal, written, interpersonal, communication and computer literacy skills and knowledge
7. Knowledge and an understanding of the Mental Health Act 2014, and other relevant legislation and their application to clinical practice
8. Proven ability to liaise and consult with relevant family members, team members and a broad range of health professionals and community agencies
9. Evidence of a commitment to ongoing professional development, further post grad qualifications in related field and compliance with all Bendigo Health mandatory training requirements
10. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** A current Victorian driver’s licence is required for this position.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health’s discretion and activities may be added, removed or amended at any time.*