

Position Description

Position Title	Social Worker
Position Number	30103304
Division	Clinical Operations
Department	Psychiatry Extended Care
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 staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

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

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

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.