



# Position Description

Position Identification			
Position Title:	Social Worker		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	January 2023
Location:	Vic Place, Coburg		
Scope of Practice:	Scope of Practice Link / Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement <ul style="list-style-type: none"> <li>SACSE Level 5</li> </ul>		
Organisational Context			
Divisional:	Family and Community		
Program:	Children and Families	Unit:	Integrated Family Services
Organisational Chart	<pre> graph TD     GM[General Manager Family and Community] --&gt; MCF[Manager Children and Family]     MCF --&gt; TLI[Team Leader Integrated Family Services]     TLI --&gt; SSW[Senior Social Worker]     TLI --&gt; SW[Social Worker]     TLI --&gt; CFT[Child &amp; Family Therapist]     SSW --&gt; CCPSN[CCDSN practitioner]           </pre>		
Position Summary			
<p>The Social Worker will provide in home support services to vulnerable children families including a range of case management functions, counselling and mediation, community linkages, parenting skill enhancement and group work. This work is undertaken with a primary focus on the best interests of the child or young person in the context of their family and community. The social worker will utilise a strengths-based and outcomes-focused approach, tailoring strategies and intervention to be culturally safe and respectful of difference.</p> <p>Merri Integrated Family Services works in partnership with the Hume Merri-Bek Family Services Alliance.</p>			
Position Accountabilities			
Responsibilities	<p><b>Direct Service to Clients</b></p> <ul style="list-style-type: none"> <li>Provision of in-home support including assertive outreach to actively engage with the child, young person and their family.</li> <li>Provision of family casework including undertaking a child and family assessment, establishing objectives and goals, and</li> </ul>		



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	<p>developing, implementing, monitoring and reviewing the child and family action plan.</p> <ul style="list-style-type: none"><li>• Undertake needs assessment including urgency of need, risk, appropriate referrals (internal and external) and follow-up assessments and actions.</li><li>• Provision of family counselling and mediation focusing on strengthening family relationships and building family resilience to ensure the best outcomes for children.</li><li>• Liaise with internal and external services to maintain relevant links and networks.</li><li>• Build parental capacity through skill enhancement.</li></ul> <p><b>Community Development and Training</b></p> <ul style="list-style-type: none"><li>• Participate in appropriate Hume Moreland Family Services Alliance activities.</li><li>• Participate in health promotion activities that promote family health and wellbeing.</li><li>• Participate in the program review initiatives to ensure it is meeting community needs.</li><li>• Participate in the planning, delivery and evaluation of community education activities.</li></ul> <p><b>Accountability</b></p> <ul style="list-style-type: none"><li>• Ensure case notes and other client information is recorded according to service standards and practice.</li><li>• Ensure all data management and reporting is completed.</li><li>• Undertake professional development and supervision in accordance with annual work plan developed in consultation with team leader.</li><li>• Participate in annual staff and program reviews.</li><li>• Undertake fortnightly supervision as per program requirement.</li><li>• Participation in the planning, delivery and evaluation of group work programs.</li></ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"><li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li><li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li><li>• Practice complies with professional registration, national code for health care workers and delegated scope of practice.</li></ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</li></ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of</li></ul>



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	<p>several minutes at a time, occasionally sitting for periods in excess of 20 minutes</p> <ul style="list-style-type: none"> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>• May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Be proactive in risk identification, notification and management.</li> <li>• Comply with Merri Health’s policies and procedures</li> <li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li> </ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<b>Capabilities</b>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<b>Key Selection Criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Social Work or equivalent as determined by Merri Health</li> <li>• Demonstrated experience in working with families with complex needs.</li> <li>• Demonstrated experience in counselling, casework and case management.</li> <li>• Knowledge of strengths based approaches to working with vulnerable children and families.</li> <li>• Knowledge and understanding of the MARAM framework and practice guidelines.</li> <li>• Knowledge of the Child Protection system and relevant legislation.</li> <li>• Highly developed interpersonal, oral and written skills.</li> <li>• Demonstrated understanding of the needs, issues and sensitivities of people from culturally and linguistically diverse backgrounds.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working in the Family and Children’s Services sector.</li> <li>• Experience in developing, facilitating and evaluating group Programs</li> <li>• Knowledge of child development and family life cycle.</li> <li>• Post -Graduate training in a relevant field e.g. family therapy, infant mental health.</li> <li>• A second relevant community language.</li> <li>• Experience working in the Northern Metropolitan Region.</li> </ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"> <li>• National Police check</li> <li>• Working with Children check</li> <li>• Current full or probationary Drivers Licence</li> <li>• Right to work in Australia</li> <li>• Statutory Declaration</li> <li>• Immunisation Category A</li> </ul>