



# Position Description

Position Identification			
<b>Position Title:</b>	Social Worker		
<b>Direct Reports</b>	0	<b>Indirect Reports:</b>	0
<b>HRIS Position Number:</b>		<b>Effective Date:</b>	October 2018
<b>Location:</b>	Vic Place, Coburg		
<b>Scope of Practice:</b>	Not Applicable		
<b>Delegation of Authority:</b>	Refer to Delegation of Authority Policy		
<b>Agreement/Classification</b> *For HR use only	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement <ul style="list-style-type: none"> <li>• Level 5 (Social Worker, Class 2)</li> </ul>		
Organisational Context			
<b>Divisional:</b>	Family and Community		
<b>Program:</b>	Children and Family	<b>Unit:</b> Integrated Family Services	
<b>Organisational Chart</b>	<pre> graph TD     A[General Manager Family and Community] --&gt; B[Manager Children and Family]     B --&gt; C[Team Leader Integrated Family Services]     C --&gt; D[Family Services Active Holding Case Worker]     C --&gt; E[Social Worker]           </pre>		
Position Summary			
<p>The Social Worker sits within the Integrated Family Services team and provides a range of services to families including casework, case management, counselling, and group work. These are based on child focused and family centred practices and are respectful of diverse cultural beliefs and practices.</p> <p>The Integrated Family Services team members will work in partnership with other teams of the Hume Moreland Integrated Family Services in delivering group programs and other services to families.</p>			
Position Accountabilities			
<b>Responsibilities</b>	<p><b>Direct Service to Clients</b></p> <ul style="list-style-type: none"> <li>• Provision of family casework and case management including: Case plan, consultation, case development and review, advocacy, assertive outreach, psycho-education, attending case conferences, referrals, report writing and maintaining case based links and networks.</li> <li>• Undertake needs assessment including urgency of need, risk, appropriate referrals (internal &amp; external) and follow-up assessments &amp; actions.</li> <li>• Provision of family counselling focusing on strengthening family relationships and building family resilience to ensure the best outcomes for children.</li> </ul>		



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- Assist clients in crisis to access appropriate crisis services and assessments. Liaise with internal and external services to maintain relevant links and networks.
- Feedback from internal and external clients through staff satisfaction and client surveys.
- Ensure case notes clearly specify services provided to client and reflect client.
- Achievement of Key Performance Objectives as set out in Individual Performance Review.

## **Other**

- Participation in the planning, delivery and evaluation of group work programs to ensure that they meet established goals.
- Ensure case notes and other client information is recorded according to service standards and practice.
- Undertake any other duties appropriate to this position as directed by the Team Leader/Manager.

## **Community Development and Training**

- Participate in appropriate activities of Hume Moreland Integrated Family Services.
- Participate in health promotion activities that promote family health and wellbeing.
- Participation in the ongoing review of the program to ensure it is meeting community needs.
- Participation in the planning, delivery and evaluation of community education activities.
- Complete relevant training as directed / negotiated.
- Internal/External feedback.

## **Accountability**

- Ensure all data management and reporting is completed.
- Undertake professional development and supervision in accordance with annual work plan developed in consultation with team leader.
- Participate in annual staff and program reviews.
- Undertake monthly supervision as per organisational policy.
- Ensure timely provision of relevant reports and statistics as required by organisation and funding bodies.
- Achievement of goals set in performance work plan both in relation to job accountabilities, supervision and professional development.

## **Other Merri Health Activities**

- Contribute to other relevant Merri Health activities as directed.
- Adhere to Occupational Health and Safety and policies.
- Adhere to organisational and program policies and procedures.
- Achievement of organisational activities identified.
- Knowledge of and compliance with Occupational Health and Safety policies.
- Knowledge or and compliance with organisational policies and procedures.
- Practice complies with national code for health care workers.
- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.
- Undertake any reasonable additional tasks as directed by Merri Health.



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	<ul style="list-style-type: none"> <li>Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> </ul>
<b>Safety and Risk</b>	<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 several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <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 and the GLBTIQ community 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 Child Protection and relevant legislation.</li> <li>Highly developed interpersonal, oral and written skills.</li> <li>Knowledge of the Family and Children’s Services field.</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 in developing, facilitating and evaluating group Programs</li> <li>Knowledge of child development and family life cycle.</li> <li>Post -Graduate Training in relevant field e.g. family therapy, infant mental health.</li> <li>A second relevant community language.</li> <li>Knowledge &amp; experience of strengths based approaches to working with</li> </ul>



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	<p>venerable families &amp; children.</p> <ul style="list-style-type: none"><li>• Capacity to build community connections.</li></ul> <p>Experience working in the Northern Metropolitan Region.</p>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"><li>• National Police check (NPC)</li><li>• Working with Children’s Check (WWCC)</li><li>• Current full or probationary Drivers Licence</li></ul>