Position Description

Position Title	Grade 2 Social Worker
Position Number	30013465
Division	Community and Continuing Care
Department	Marjorie Phillips Respite Unit
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Social Worker G2 Y1 – Y4
Classification Code	SC21 – SC24
Reports to	Manager of Social Work
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • National Disability Insurance Scheme (NDIS) 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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

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 and the Allied Health Grade Level Capabilities: Grade 2 Allied Health Professional. Please refer to links provided to these documents.

The Grade Two Social Worker is responsible for the provision of Social Work Services within a designated clinical caseload, appropriate to their level of experience and competency. Grade Two level Social Workers are required to display autonomy of practice, whilst also contributing constructively to the interdisciplinary team.

The purpose of this position is to:

- provide best practice client centred clinical care to clients within the designated caseload in the Marjorie Phillips Respite Unit, Residential Aged Care services of Bendigo Health
- Where required, Allied health clinicians may be rostered to work on weekends and public holidays
- Meet the requirements of the Aged Care Quality Standards and NDIS Practice Standards
- contribute to the development of the Aged Care service, as well as the general social work department as appropriate.

Responsibilities and Accountabilities

The key responsibilities and duties of the Grade 2 Social Worker include, but are not limited to:

Key Responsibilities	Demonstrated by
1. Provision of care	• Work independently within approved scope of practice to provide safe, evidence-based care according to organisational policies and protocols, taking responsibility for the quality of care at the point of care • Provide specialist knowledge, advice or guidance to other clinicians and consult with supervisor and senior staff to escalate concerns, risks, clinical complexity and barriers where required • Use specialist clinical reasoning to ensure timely and responsive management of referrals and waitlists, and guide others to prioritise and fairly distribute workloads, liaising with the team and other stakeholders as required • Document in the medical history consistent with relevant Bendigo Health procedures and departmental requirements • Complete required program reporting and statistical records for client – related and other activities within specified timeframes • Demonstrate understanding of ethical and cultural issues and vulnerable population groups and integrate this into practice.
2. Collaborative practice	• Work collaboratively with clients, their families and other stakeholders to establish a client focused multidisciplinary management plan, consistent with professional standards and evidenced based practice

	• Work collaboratively with the multidisciplinary team to deliver safe client-focused care, liaising with health professionals and agencies internal and external to Bendigo Health regarding clinical management where necessary • Provide clinical handover to ensure client care is maintained • Promote understanding, respect and trust between different groups to enable collaboration and positive care outcomes • Facilitate the smooth transition of clients through the health care system, collaborating and liaising with relevant services to ensure continuity of care for individual clients and their families.
3. Quality, innovation and improvement	**Innovation and change** • Proactively work with clients and colleagues to develop practical and creative solutions to workplace problems • Show initiative in developing and implementing an innovative and evidence-based approach to Allied Health service delivery • Contribute constructively to new ideas or change processes within the organisation, to promote a supportive, inclusive and cooperative work environment. **Quality improvement and research projects** • Contribute to the attainment and sharing of professional clinical expertise through initiating, supporting and/or leading quality and research activities as directed and supported by senior staff • Contribute to translating evidence into practice, through identifying clinical practice gaps, implementing and evaluating evidence-based care • Use specialist knowledge to assist in the development of relevant unit business and quality plans, policies and protocols, underpinned by best available evidence, data analysis and client feedback. **Safety and risk management** • Carry out compliance and improvement against the key elements of quality, safety and accreditation requirements as directed • Observe safe working practices and as far as able, protect own and others' health and safety • Lead and contribute to designated evaluation of service provision and risk management, in line with current evidence-based practice, data analysis and customer feedback.
4. Professional conduct	• Demonstrate well-developed oral and written communication skills • Recognise issues that may lead to conflict, constructively addressing issues as they arise, and where required escalating for advice and resolution in line with Bendigo Health procedures and values • Display professionalism and well-developed interpersonal skills • Demonstrate understanding of own personal and professional limitations, as well as that of supervisees and other staff, and escalate as required • Adhere to profession specific standards of professional practice • Participate in discipline and program meetings and working parties, or external forums, as directed • Assume responsibility for delegated discipline, program or organisational portfolios and projects

	• Work with operational and professional managers, or their delegates, to ensure that adequate time is allocated for non-clinical responsibilities such as participating in and providing clinical supervision, education, quality improvement and research, delegated portfolios, and attendance at meetings and committees.
5. Learning and Development	• Provide orientation, supervision and training of students, Grade 1 clinicians and Allied Health Assistants as required • Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol • Demonstrate a commitment to lifelong learning and evidence-based practice through participating in professional development for self and supporting the knowledge and skill development of other professional groups • Use self-reflection techniques effectively to enhance care provision and interpersonal relationships • Complete all mandatory and required training and professional development requirements. • Support management to implement effective recruitment, retention, recognition and development strategies as delegated.

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required t**o** demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

Key Selection Criteria

Essential

1. A degree in Social Work or equivalent tertiary qualification with the ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document, including evidence of eligibility for membership of Australian Association of Social Worker
2. Demonstrated experience and knowledge relevant to Social Work in a health care setting
3. Demonstrated understanding of contemporary practice and principles and evidence-based service delivery models for Social Work services.
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care, providing specialist knowledge as required
5. Demonstrated ability to work autonomously with effective organisation and time management skills to actively plan and manage clinical and non-clinical priorities and meet timeframes
6. Demonstrated highly developed verbal and written communication skills with the ability to interact effectively with clients, carers, staff and the community

Desirable

7. Demonstrated ability to apply critical thinking, evaluate service delivery and contribute to the development of evidence based and innovative services
8. Knowledge of the Aged Care Quality Standards

Personal Qualities, Knowledge and Skills

9. Demonstrated ability to foster a culture of openness, respect, accountability and professionalism in the workplace
10. Demonstrated flexibility and willingness to shift focus when priorities or circumstances change and adapt to new / different ways of doing things

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.