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# HUNTER VALLEY PRIVATE HOSPITAL

## JOB DESCRIPTION – Social Worker – Level 1

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**POSITION:** Social Worker – Level 1

**RESPONSIBLE TO:** Senior Social Worker  
Chief Executive Officer

**QUALIFICATIONS:** Bachelor of Social Work degree from accredited University.  
Eligible for membership of the Australian Association of Social Workers.

### **ESSENTIAL CRITERIA:**

- High level of communication and written skills
- Sound conflict management skills
- Demonstrated ability to work as part of a multi-disciplinary team
- Current NSW drivers licence
- Well developed time management skills
- Experience in working closely with patients and families on placement and accommodation
- Clinical experience in hospital social work including providing counselling and referral pathways for patients and their families/significant others
- Experience in working closely with families/significant others, around complex social issues

### **DESIRABLE CRITERIA:**

- Experience and knowledge of current Aged Care and rehabilitation trends
- Demonstrated time management skills
- Broad knowledge of local services
- Understanding of and compliance with hospital ethical and OH&S standards
- Understanding and experience in undertaking continuous quality improvement activities
- Demonstrated ability to network

### **PHILOSOPHY**

The Social Worker as a member of the multi-disciplinary team at Hunter Valley Private Hospital provides a direct service to inpatients and outpatients and their families by means of social casework. The Social Worker intervenes in numerous situations when social, emotional, environmental and financial difficulties complicate physical illness, disability, recovery and future well-being.

### **DUTIES AND RESPONSIBILITIES**

- Conduct psychosocial assessments as per ward/unit protocol
- Participate in case conferences and family interviews
- Provide counseling and other psychosocial interventions using relevant therapeutic skills.
- Co-ordinate and assist in placement and accommodation matters
- Develop and make available information about community resources for patients, their families and carers and refer when appropriate
- Liaise and consult with social workers and other disciplines within the multidisciplinary team regarding patient care and discharge planning
- Provide relief cover during absences of team members and other staff

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- Have a working knowledge of issues associated with guardianship, dementia, carers (carer stress) and abuse of older people, Domestic Violence and Grief and Loss.
- Knowledge of general aged care and dementia specific community support services, and disability support services.

### **Fields of Practice**

1. Day Rehabilitation
2. Rehabilitation Unit

#### **1. Day Rehabilitation**

The Social Worker is expected to complete initial assessments and MMSE (1) for all new Day Program patients from the community (2).

The Social Worker is also expected to complete a review of new patients that were recently Hunter Valley Private Hospital inpatient and referred to Social Work.

The Social Worker will also endeavour to complete reviews of Day Program patients at any time during their admission when referred to the Social Worker from other health professionals either through verbal or written referral.

Once the initial assessment or review has been completed the Social Worker will determine the need for further Social Work intervention and review. If the Social Worker determines that further input is needed then the Social Worker is expected to work with the patient, their family, significant others and health professionals to develop appropriate interventions.

- (1) MMSE is only to be attended on those 65yrs and over. The MMSE is to be attended subject to discretion of the Social Worker in regards to appropriateness.
- (2) The term “community” in this context refers to those patients who have not recently been an inpatient at Hunter Valley Private Hospital.

The Social Worker is also expected to attend Case Conferences and any other meetings pertaining to the Day Program, where appropriate.

#### **2. Rehabilitation Unit**

The Social Worker is expected to work on the Rehabilitation Ward as requested by the Senior Social Worker.

The Social Worker is expected to be available on the Rehabilitation Ward when the Senior Social Worker is absent.

### **Duties and Responsibilities Across All Fields of Practice**

#### **Patient Involvement**

As far as possible the patient is involved in developing with the Social Worker a service plan that can be implemented taking into consideration the patient’s strengths and capabilities and taking into account the patient’s wishes.

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In cases where the patient is involuntary and has no choice about the plan, the Social Worker will assist the patient as far as possible to understand the plan of action and where necessary contact the Office of the Public Guardian/Public Trustee.

The Social Worker will ensure that all assessments and interventions undertaken are in keeping with ethical and legislative requirements.

### Psycho-social Assessments

A Social Work assessment and intervention plan will be implemented as appropriate to the patient's situation. This could include identification of relevant:

- physical factors such as health and well-being, addiction, social factors including family, significant others, social contacts, supports and community involvement;
- psychological factors including development and life span factors, significant life events, grief and loss, exposure to violence, abuse, neglect, discrimination or oppression;
- environmental factors, including education, employment, finances, accommodation and other services with which the client is in contact;
- legal, health, employment and financial systems which impact on or with which the clients is involved;
- personal and other resources that might be drawn on in the situation; and
- the nature and level of risk for the patient and carers is taken into account.

To ensure social work interventions are part of the co-ordinated care plan, incorporating interventions and goals that are in keeping with the multi-disciplinary team.

As part of this care plan ensuring that a sound discharge plan is made in consultation with the patient, carer and other agencies and make all necessary referrals on behalf of the patient.

- Arranging interpreters for migrant patients and their families.
- Assist the patient or significant other regarding the process of entering into an Aged Care Facility, including ACCR requirements.
- To advocate for those who can no longer or are afraid to voice their concerns and needs.
- Write reports including those required for legal and statutory purposes.

### Counselling

- All counselling conducted is done within the accepted ethical standards
- Appropriate records are kept, in keeping with confidentiality and legal requirements.

### **SERVICE MANAGEMENT**

- The Social Worker encourages the hospital to develop policies consistent with the five basic values of social work practice; human dignity and worth, social justice, service to humanity, integrity and competence.
- Attends meetings where required on behalf of the hospital and liaises with other agencies, government and non-government, nursing homes and hostels.
- Keeps up to date with legislation in regards to the Aged Care Act and Child Protection.
- Demonstrate commitment to quality activities to improve service delivery and patient outcomes.
- Organise in-service education and training.
- Assist in the organisation of the annual Anzac service.

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**OCCUPATIONAL HEALTH & SAFETY**

- Maintain a safe working environment for patients, staff and others.
- Demonstrated awareness and compliance with Hunter Valley Private Hospital’s OH&S, Infection Control and EEO standards.
- Have a working knowledge of the hospital’s fire, disaster and other emergency procedures.
- Attendance at compulsory staff orientation and education programs.
- Have a working knowledge of the hospital’s infection control policies and procedures.
- Awareness of the risk assessment, hazard identification and incident reporting procedures.
- Awareness of and competence in the basic manual handling principles.

**ONGOING PROFESSIONAL EDUCATION AND DEVELOPMENT**

To maintain a firm commitment to maintenance and expansion of professional skills and knowledge. Further, the Social Worker with Hunter Valley Private Hospital will:

- participate in annual work review with Senior Social Worker
- uphold the ethical standards and principles of the profession
- attend relevant seminars, courses, workshops, conferences and other professional development events
- stay abreast of current literature, research, resources and professional knowledge via articles, libraries and Internet as required
- maintain strong links and support with social workers in other agencies in the Hunter Area and further afield as required, in consultation with Senior Social Worker, to attend relevant network meetings and support groups
- receive ongoing professional guidance and supervision from Senior Social Worker
- conduct and participate in research that informs practice.

**Employment Agreement:**

I have read this job description and I accept the directives as a condition of employment.

Employees Signature..... Date:.....