

Position Description

Title of position:	Palliative Care Social Worker		
Department:	Team Palliative Care		
Salary:	\$69,852 to \$74,258	Classification Code:	Social Worker Class 2
Award:	Victorian Public Health Sector (Health & Allied Service, Managers and Administrative workers) single Interest Enterprise Agreement 2016 – 2020		
Position created:	April 2018	Region:	Loddon Mallee

Position details

1. Primary objectives

Increase the client and their family's ability to be active decision makers and have control over their illness and place of death by identifying and addressing disparity within and barriers to effective palliative care including financial inequities, cultural competency and inaccessibility.

2. Key Selection Criteria

Mandatory

- Bachelor of Social Work
- Establish, maintain and adapt effective therapeutic partnerships with individuals and their care givers and family within the framework of the Social Work professional code of ethics (Australian Association of Social Workers – Practice Standards, Code of Ethics 2010)
- Highly developed interpersonal and communication skills and the ability to communicate effectively with persons from diverse backgrounds, cultures and those with special needs
- Able to work autonomously
- Provide advocacy for clients in regard to their identified goals
- Attend and participate in clinical team meetings, case conferences and family meetings
- Provide clear and concise documentation related to service delivery
- Build the capacity of team members and the wider community to understand and respond to complex social health needs for clients, their carers and family
- Provide education sessions to staff at SCHS and consumers as required
- Coordinate social services such as navigating Centrelink
- Assess how the clinical team is coping with challenging clinical cases and provide guidance and debriefing as necessary

Preferred

- Proven experience working as a Social Worker in a health service setting
- Significant experience working with Palliative care clients

3. Specific accountabilities

- Reports on a day to day basis to the Manager Acute Health.
- Works in collaboration with Palliative Care staff and provides support to staff within the organisation in developing effective working relationships across the SCHS service area.
- Has significant contact with clients, carers, family members, volunteers, health professionals, government departments and the general public.
- Enable clients to access and make sense of the information they need to make informed choices and to plan for the future when diagnosed with a life limiting illness.
- Help clients and families to negotiate relationship problems and to get the support they need from agencies and services
- Develop a culture of reflective practice in the wider team
- Seek, and act on, feedback from clients and their families

3.1 Contribute to the effective and efficient provision of Palliative Care Services by:

- Providing a palliative care approach in accordance with the aims, philosophy and best practice guidelines of Palliative Care Australia.
- Assisting the Service fulfil the requirements of the Health Services Agreement.
- Support clients in decision making or ensure decisions are made in their best interests, using appropriate legislation

3.2 Provide optimal palliative care outcomes for individuals by:

- Advocating for clients, their carers and family members.
- Assessing, advising, supporting and educating the individual, their caregivers, family and professionals involved in care.

- Ensuring client handover is provided as required.
- Providing assistance, advice, education, and support for staff, volunteers and others involved in care.
- Promoting access to palliative care services.
- Participating in activities designed to:
 - Promote palliative care and the palliative approach.
 - Increase the community's capacity to support individuals, carers, and families in situations of experiencing life threatening illness, dying and death.
 - Assist with the development and review of policies and procedures related to palliative care service provision.
 - Participate in research and activities aimed towards developing and improving palliative care as directed by management.
 - Maintain accurate records, statistics and reports as required.
 - Participate in service development as required.
 - Be a Mentor and/or role model to less experienced members of staff.
 - Provide bereavement support where required.
- Other reasonable duties as directed by the line manager.

4. Maintain general health service requirements by:

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Leading and participating in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the quality and safety system by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhere to Sunraysia Community Health Services' 'Code of Conduct' for employees.
- Completing online QUIT Brief Intervention training and integrating smoking cessation into service provision.
- Complying with OH&S, WorkCover and EEO requirements by supporting the overall quality and safety system to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Cooperating in reasonable workplace changes designated to assist in rehabilitation of self or fellow workers.
- Attending annual mandatory risk management service training – fire, emergency and manual handling.

5. Conditions of employment

- The details of the position may be adapted to changing organisational requirements as determined by service-wide planning processes and or directives stipulated by the funding source.
- Must pass and maintain a suitable pre-employment Police Check. Employment may be terminated as a result of details disclosed in a Police Check report. Incumbent must provide SCHS with evidence of currency on a 3 year basis and as required.
- All appointments likely to be engaged in child-related work are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of three months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to SCHS policies and procedures and utilise resources provided (eg SCHS motor vehicles).
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid driver's license as you may be required to travel between and / or work from any SCHS site.
- Some out of hours work may be required from time to time, but will be managed in a manner that ensures work / life balance.
- Maintain a smoke free working environment.

- National Immunisation Program: this position falls within the healthcare worker risk category B (Refer to the SCHS staff immunisation procedure SCH0000764 for further information).
- Undertake annual competency based training including SCHS annual update, OH&S, fire and emergency, manual handling and hand hygiene, standard and transmission based precautions, aseptic technique, personal protective equipment (PPE) training.
- Discharge the duties and obligations of the role in a professional and competent manner.

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