

Position Description



OUR CORE VALUES COLLABORATION OPENNESS RESPECT EMPOWERMENT	
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Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	Social Worker Level 6
State Award	NSW Health Service Health Professionals (State) Award
Category	Allied Health Social Worker
Role Title	Social Work Department Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number (Please ensure that the Position Number is Active)	
Cost Centre Number	503504
Does this role manage or supervise others?	Yes

Primary Purpose of Role (Maximum Character Limit 3400 including spaces**)**

The Head of Department is responsible for the management of the Mental Health Inpatient Social Work services, with a leadership role for the profession of social work within the department, including the management of professional standards and development of safety and quality. The position will also manage a clinical load commensurate with other duties.

The Head of Department works:

- locally with other facility Allied Health Heads of Department and the District Director of Allied Health to enhance services, standards and quality across SWSLHD
- across SWSLHD with the Discipline Director and other Social Work Heads of Department to enhance social work services, standards and quality across the district.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

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Essential Requirements (**Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc** **Maximum 3800 characters including spaces**)

Qualification: Social Work degree and eligibility for the Australian Association of Social Workers (AASW).

WHS Responsibilities: (For managerial positions ONLY)

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

WWCC:

Current Working with Children Check Clearance (where applicable).

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Staff Health:

Compliance with the SWSLHD and NSW Health, Staff Immunisation Policy (Only for Category A Positions).

Driver's Licence:

Current unrestricted Australian drivers licence (P2 Licence Acceptable) subject to obtaining NSW drivers licence within 3 months of appointment.

Key Accountabilities (**Maximum of 12 Accountabilities **Maximum 3800 characters including spaces**)

ADMINISTRATION:

1. Effectively and efficiently conduct all required activities to ensure efficient management of department including:
 - Analyse and use data in consultation with Discipline Director and Facility Director/GM to improve service delivery and manage the department effectively
 - Manage the budget within delegation to enable effective service delivery/provision.
2. Managing workforce function and responsibilities to meet service delivery targets using relevant tools and systems including:
 - Recruitment and Onboarding
 - Performance Management
 - Clinical Supervision
 - Professional Development
 - HealthRoster and Rostering Best Practices
 - Oversight of staff professional registrations as required

CLINICAL:

1. Be accountable for the provision of high level clinical services through effective and efficient management through:
 - Staffing allocation and case mix
 - The provision of clinical supervision and support to staff/students
 - The oversight of staff clinical competencies
 - Implementation of departmental clinical procedures and guidelines
2. Provide clinical services as required to patients/clients as required in accordance with professional standards, legislative requirements and Evidence-Based Practice, including participation in weekend and/or out-of-hours services as required.

PROFESSIONAL:

1. Participate in and ensure all staff access ongoing professional development, clinical supervision and

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line management. This is in accordance with departmental priorities and as indicated by performance management and clinical supervision goals and relevant, approved continual professional development activities.

2. Leading of quality improvement activities to measure and monitor the effectiveness of treatment and services including:
 - Identifying, planning developing and leading department continuous quality improvement projects
 - Business planning activities including active involvement in and leadership of EQuIP
 - Planning, developing and Implementation of outcome measures, clinical indicators and relevant data collection tools in conjunction with other HOD and senior staff.
3. Participate in district discipline service development activities in conjunction with the Discipline Director and other HOD
4. Promote a culture of Education, Research and Innovation within the department through:
 - Oversight and/or participation in the organisation of student placements
 - Coordination and development of teaching and training
 - Supporting and participating in research activities

OTHER:

1. Fulfil other departmental and facility duties to support wider service functioning as required by the site General Manager/ Facility Director of Allied Health, District Director of Allied Health and/or Discipline Director.
2. Model and actively promote workplace behaviour that reflects SWSLHD CORE values, NSW Health Code of Conduct and SWSLHD Transforming Your Experience framework.

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Key Challenges (**Minimum of 1 maximum of 3** Maximum 1000 characters per challenge)
<ol style="list-style-type: none"> 1. Managing organisational change by providing expertise, leadership guidance and direction to staff. 2. Managing competing clinical, operational and strategic responsibilities in a complex health care environment. 3. Oversee the provision of services to address psychosocial health, establish and maintain service provision priorities including for vulnerable patients/clients.

Key Relationships (**Who-Max 200 characters Why-Max 500 Characters**)	
Who	Why?
Internal Relationships (**Minimum of 1 maximum of 3**)	
1 Staff	Provide leadership and support to ensure their clinical and professional growth.
2 Consumers	Provide consumer centred care to ensure delivery of service is effective and efficient
3 Professional and Organisation manager	Organisational support and provide you with guidance, notification and escalation process
Does this role routinely interact with external Stakeholders? Yes / No (**Minimum of 1 maximum of 2**)	
1 Universities	For student clinical placement and research activities
2 Government service agencies and community service providers	Maintaining effective relationships to facilitate service referrals

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Health
South Western Sydney
Local Health District

Selection Criteria

****Maximum of 8 Selection Criteria** **Maximum of 3800 characters including spaces for all criteria****

1. Social Work degree and eligibility for the Australian Association of Social Workers (AASW), including the ability to demonstrate a practical application of the AASW Code of Ethics.
2. Demonstrated evidence of extensive clinical and management experience as a social worker, including a demonstrated understanding of social work service provision in complex health settings.
3. Demonstrated organisation and time management skills, with the ability to work independently and as part of a multidisciplinary team
4. Demonstrated experience supervising staff including leading staff services and managing staff conflict, team performance and department decision making.
5. Demonstrated leadership in the planning, implementation and evaluation of local service delivery incorporating the quality improvement process and policy/practice guideline development.
6. Demonstrated high level communication skills (oral and written) including advocacy and negotiation skills.
7. Demonstrated commitment to Evidence Based Practice (EBP) and experience implementing EBP into service planning and evaluation of service changes.
8. Demonstrated competence in the use of clinical and management electronic information systems, and lead staff adaption to new systems.

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Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 or the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands	
Sitting - remaining in a seated position to perform tasks	F
Standing - remaining standing without moving about to perform tasks	O
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	F
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	N
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	I
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	I
Kneeling - remaining in a kneeling posture to perform tasks	I
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	I
Leg / Foot Movement - Use of leg and / or foot to operate machinery	I
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	O
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	I
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	N
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	N
Reaching - Arms fully extended forward or raised above shoulder	I
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	I
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	O
Hand & Arm Movements - Repetitive movements of hands and arms	N
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	F

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Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	N
Driving - Operating any motor powered vehicle	O
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	F
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	F
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	N
Taste - Use of taste is an integral part of work performance e.g. Food preparation	N
Touch - Use of touch is an integral part of work performance	O
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	F
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	F
Unpredictable People - e.g. Dementia, mental illness, head injuries	F
Restraining - involvement in physical containment of patients / clients	I
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	O
Environmental Demands	
Dust - Exposure to atmospheric dust	N
Gases - Working with explosive or flammable gases requiring precautionary measures	N
Fumes - Exposure to noxious or toxic fumes	N
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	N
Hazardous substances - e.g. Dry chemicals, glues	N
Noise - Environmental / background noise necessitates people raise their voice to be heard	N
Inadequate Lighting - Risk of trips, falls or eyestrain	I
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N

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Job Demands Checklist (Continued)	
Environmental Demands (Continued)	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	N
Confined Spaces - areas where only one egress (escape route) exists	I
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	I
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	N
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	N
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	I

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____