

## POSITION DESCRIPTION

<b>Position Title:</b>	Social Worker/Key Clinician
<b>Business Unit/Department:</b>	Aged Psychiatry Assessment and Treatment Team (APATT)
<b>Division:</b>	Mental Health & Wellbeing Services
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Classification:</b>	Social Worker Grade 2 – Year 1 to Year 4 (YC42 to YC45)
<b>Reports To:</b>	Manager
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	13 December 2023

Position Purpose
<p>The role of the APATT Social Worker/Key Clinician is to assess needs and identify appropriate interventions and therapeutic options to consumers under the care of the APATT.</p> <p>The incumbent works in collaboration with the multidisciplinary team, in accordance with the wellness and recovery plan goals and aims of intervention, and in consultation with the consumer, their family/carer and other relevant stakeholders.</p> <p>The incumbent will have skills in the provision of expert clinical mental health knowledge including but not limited to psychosocial assessment, review and administration of medications, and a holistic view of the older person's health needs and impact on mental health.</p> <p>The incumbent will have practised social work in a mental health setting at least two years and preferably have recent community experience.</p> <p>The incumbent will have excellent communication skills which will assist them in supporting consumers to develop and utilise strategies and different treatment modalities, and to access resources and support to enhance their recovery.</p> <p>The incumbent will require a working knowledge of mental health for older adults, an ability to negotiate and collaborate effectively at all levels and the capacity to work well within small teams and to work autonomously. The incumbent will be able to prioritise risk and attend to crises appropriately.</p>
Business Unit Overview
<p>The Western APATT is a community team based within the Western Health Mental Health and Wellbeing Service, providing information, support and specialist mental health services to older adults aged 65+ who live in private residences including SRS and boarding houses. The service is committed to working with</p>

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consumers during their recovery by offering holistic and evidence-based treatment, which is inclusive of family/carers and provided by skilled clinicians. We offer a mix of outpatient, telehealth and home visiting reviews, depending on a person's needs, and work collaboratively with the person's GP who remains the primary carer.

## Key Responsibilities

### General:

- Provide assessment, treatment and discharge planning for people over 65 years of age, with mental health issues, who reside in their own homes in the Western metropolitan region of Melbourne.
- Provide brief, medium and long term interventions, depending on the identified needs of the person.
- Work closely with consumers, carers and wider family members or support systems to achieve positive recovery outcomes.
- Provide different contemporaneous modalities of treatment, depending on the identified needs of the person within a recovery framework.
- Provide specialist social work consultation to the multidisciplinary team such as family and carer support, discharge planning, housing support, applications for Guardianship and Administration orders, counselling support and information provision regarding resources and services.
- Provide a social work perspective in Clinical Review/multidisciplinary meetings and promote awareness amongst APATT team of the impact of medical and psycho-social factors on consumers and carers.
- Complete all required clinical documentation in a timely manner in keeping with service requirements, policies and procedures.
- Ensure all clinical records are kept up to date and are reflective of the consumer's current mental state, risk profile and recovery goals.
- Provide daily statistical data of direct service contact hours and with consumers, carers and other relevant stakeholders.
- Perform other administrative duties in keeping with the role of key clinician.
- Provide a gatekeeper role for the Acute Mental Health Units and Intensive Community Team when people are in an acute phase of their mental health.
- Contribute to social work practice development via social work meetings and quality projects.
- Maintain relationships with key partners.
- Participate and contribute to relevant service directed meetings.
- Promote cultural and gender sensitive practice within the team.
- Hold a Portfolio for the treating team e.g. Family Violence, Elder Abuse.
- Maintain a high standard of knowledge/skills in discipline-specific areas.

### Management and Supervision:

- Provide support with rostered roles within the team for initial assessments and tasks related to the intake / duty worker role.
- Attend and contribute to discipline-specific meetings, planning days and education/training.
- Supervise and participate in the training of undergraduate social work students on Fieldwork Education Placements in collaboration with the Chief Social Worker.

### Additional:

- Any reasonable duty as requested.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- Western APATT Manager
- Western APATT Consultants/Registrar
- Western APATT Discipline Seniors / Key Clinicians

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- Mental Health and Wellbeing Service Chief Social Worker and social work team
- Other mental health services including other teams within the MHWS service
- Quality Improvement Co-ordinator
- Health Information Manager
- NWMH Triage
- Other Western Health programs and services

**External:**

- Consumers.
- Families and carers.
- General practitioners and other treating health professionals.
- Key community stakeholders including but not limited to hospitals, aged care services, residential aged care facilities, council services, housing, employment, emergency services, acute health, pharmacies, non-government agencies, drug and alcohol services and primary health providers.

## Selection Criteria

**Essential:**

- An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- A minimum of 12 months post graduate experience within the discipline of practice.
- Ability to undertake a range of social work interventions, including individual, family, group work and community liaison to consumers with complex mental health and psychosocial problems, their families and carers, incorporating a broad range of the theoretical knowledge and perspectives, in particular to, an integrated Recovery based treatment model.
- Knowledge of issues associated with recovery orientated practice
- Knowledge of issues associated with psychiatric illness, aged-related illness and disability, and awareness of the impact of these on dependent children, family and carers including those from culturally and linguistically diverse communities.
- Ability to effectively function as part of a multidisciplinary team.
- Well-developed and demonstrated interpersonal, communication, diplomacy, organisational and presentation skills.
- Well-developed written skills and the ability to complete comprehensive assessments and clinical documentation, including reports.
- Ability to engage, liaise and consult with relevant family members and carers as well as a broad range of health professionals and community agencies.
- Demonstrated commitment to ongoing professional development and ethical practice.
- Knowledge of the Mental Health and Wellbeing Act, Guardianship and Administration Act, Aged Care Act and other relevant legislation.
- Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Successfully undergo a Police Records and Working with Children's Check for pre-employment screening.
- Capacity to use information technology and Microsoft Office application software.
- Current Victorian Driver's Licence

**Desirable:**

- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Recent experience working in the clinical fields of mental health, particularly experience in community mental health services.
- Demonstrated ability to undertake a comprehensive biopsychosocial assessment.
- Demonstrated ability to adjust to and manage competing demands.
- Comprehensive knowledge of the issues faced by older people with a mental illness and their families/carers, with a sensitivity to the needs of people from diverse backgrounds.

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- Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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