

POSITION DESCRIPTION

Position Title:	Chief Social Worker
Business Unit/Department:	Mental Health and Wellbeing Division
Division:	Mental Health and Wellbeing Division
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020- 2024
Classification:	YC58 Chief SW Grade 2, Year 2
Reports To:	Operations Manager: Specialist Services
Direct Reports:	N/A
Date Prepared/Updated:	1 December 2024

<p>Position Purpose</p> <p>As the Chief Social Worker, provide professional leadership for social workers across Western Health's Mental Health and Wellbeing Service (WH MH&WS). As a senior member of staff, the Chief Social Worker provides the impetus for evidence based high quality social work interventions and care across the workforce. They participate in key developmental processes within the division, related to quality, service standards, programme and service development, and research. The role is required to be aware of the division wide statement of priorities and relevant KPI's. The role is required to provide consultation, supervision and education for social work and other staff, and for building and maintaining relationships with community agencies and community members.</p>
<p>Business Unit Overview</p> <p>The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts.</p> <p>Western Health's Mental Health and Wellbeing Service (WH MH&WS) provides a comprehensive range of specialist mental health services to people who reside in the local government areas of Melton, Brimbank and parts of Hume (Sunbury/Bulla) and Maribyrnong. We deliver specialist clinical programs across Adult and Aged Community Services, EMH/ PARC/ CL psychiatry, St Albans Community Care Unit and our Adult Mental Health Rehabilitation Unit and Adult and Aged Acute Inpatient Units.</p> <p>The MH&W service is situated in a growth corridor where continuous development, service expansion and innovative new programs are on the rise. Outer Community team is one of the MH&W adult mental health programs and responsible for community mental health care of consumers living in the city of Melton and some suburbs of Brimbank.</p> <p>Western Health MH&WS is committed to working with consumers during their recovery by offering holistic and evidence-based treatment, which is inclusive of family/ carers and provided by clinicians with well-developed skills. Staff employed within the MH&WS are expected to identify evidence-based practice</p>

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competencies and to use these in their clinical work. Our service strives to create the best possible learning opportunities available to complement and support both emerging and existing expertise.

Key Responsibilities

1. Provide high quality social work services within a multidisciplinary environment.
 - Plan, develop, and evaluate social work services throughout the division in consultation with program managers and other relevant senior staff
 - Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/ industry standards
 - In conjunction with the service manager ensure employees are appropriately directed and supported to deliver high quality client centred care in line with the 'Best Care' Framework
 - Model and apply extensive, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care
 - Contribute to the development and implementation of methods to ensure that social workers have an appropriate, measurable level of competence
 - Lead in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
 - Develop and maintain processes to ensure that intake/triage, assessments, plans, and interventions and discharge/transfer of care take account of the social context and consequences of mental illness and reflect principles of social justice
 - Contribute to the management, planning and development of the division through active participation in relevant meetings and committees, and in other settings, in particular representing and promoting the perspective of social workers
2. Promote and develop family and carer sensitive practice, and high-quality specialist services for families and carers, families where the parent has a mental illness and families where violence may be present.
 - Support social workers to be able to provide effective services to families and carers
 - Assist in the planning, development and evaluation of services for families and carers throughout the division, including parent consumers and their children, in consultation with Program Managers, and Carer and Consumer Consultants and FaPMI coordinator
 - Provide expert consultation and advice on family work matters
 - Provide expert advice on the sharing of information through the CISS and FVISS schemes
3. Plan and support the social work workforce by:
 - Participating in the selection and recruitment of social workers and other relevant staff
 - Contribute to the orientation and induction of all new staff and students regarding social work and family work
 - Demonstrate expert knowledge of resources relevant to area and act as a resource person for other team members
 - Develop and maintain processes to ensure the professional development of social workers and other relevant staff
 - Ensure that social workers participate in regular social work supervision
 - Contribute to the early career programme via expert advice, facilitation of professional development sessions and programme planning
 - Develop workforce plans including staffing profile and training and development issues, especially those related to social work and family work
4. Participate in research, evaluation, and education activities within WH MH&WD, relevant to social and family work.
 - Initiate, co-ordinate, and participate in relevant research and evaluation activities, especially activities relevant to social work services and the needs of families and carers, parent consumers and their children in conjunction with Social Work and other academics in Western Health, The Bouverie Centre and other institutions

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- Lead the development of strategic and service plans informed by internal and external policy and evidence-based practice
- Ensure that workload statistics, mandatory training requirements and other required information, is entered and reported as directed, and on time by self and employees in area of responsibility
- Plan and coordinate Social Work student placements
- Develop and maintain relationships with relevant educational institutions

5. Support the integration of programs and services within the community and contribute to the promotion of mental health for the community as a whole.

- Work collaboratively with relevant community agencies to achieve continuity of care and to meet the social needs of clients, families and carers
- Actively work towards service integration and streamlined patient journeys
- Maintain active links and roles with relevant professional bodies and organisations
- Integrate knowledge of wider issues affecting area of responsibility such as government policies, the health system, structural and financial arrangements and key performance indicators
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across services and collaborating community agencies
- Provide leadership within relevant areas of service planning and development, as agreed with the divisional director and operations manager: specialist services

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

Including but not limited to.

Internal:

- Operations Manager: Specialist Services
- Divisional Director
- Clinical Services Director
- Team Managers
- Discipline Chiefs
- Director of Discipline/s: General Health
- LLEW Manager
- Specialist functions – FaPMI, SFVA, FCS, clinical high risk

External:

- Community services
- GP's
- Family Violence services
- Local Area MH&W Services

Selection Criteria

Essential

- Formal Qualification(s) & Required Registration(s):
An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers, with at least 10 years' experience post qualifying.
- Demonstrated expertise in establishing, coordinating, providing, and evaluating specialist social work services, family work services, and other relevant services in a mental health setting
- Demonstrated expert ability to provide professional leadership including the provision of supervision and consultation to staff of a mental health service, including social workers

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- Demonstrated commitment and practice in Family Sensitive Practice as core to the provision of adult mental health services
- Strong ability to encourage and support learning and research, and to contribute to service improvement, research and evaluation processes
- Demonstrated ability in providing professional development, training and education to health professionals and community organisations
- Refined skills in being able to consult with consumers, carers, mental health professionals and community agencies and groups, and to develop and work effectively with complex service networks
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other employees and service providers
- Comprehensive knowledge of relevant legislation, policies and strategic directions relevant to mental health and family work, including the dimensions of parenting and the needs of children
- A current drivers licence

You are required to:

- Demonstrate Western Health values, being a role model for living the values
- Successfully complete required mandatory training activities, including training related to the National Standards
- Comply with all clinical governance, legislative and documentation requirements, (e.g. Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health & Wellbeing Act 2022).
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.

Desirable

- Postgraduate/advanced qualifications in social work, family work, or other relevant fields

Desirable Personal Attributes

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others positively
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Resilience
- Effective delegator
- Critical Thinker
- Advocate

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.

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- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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