

## POSITION DESCRIPTION

<b>Position Title:</b>	Social Worker
<b>Business Unit/Department:</b>	Sunshine Mental Health & Wellbeing Centre – Unit 3
<b>Division:</b>	Mental Health & Wellbeing Service
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Classification:</b>	Grade 3 – Year 1 to Year 4 (YC46 to YC49)
<b>Reports To:</b>	Allied Health Team Leader, Program Manager, Senior Social Worker, Consultant Psychiatrists and Chief Social Worker
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	11 June 2026

### Position Purpose

The Sunshine Mental Health & Wellbeing Centre (SMHWC) is a purpose-built facility comprising two 26-bed acute inpatient units. This position is based in Unit 3, where the Social Work team consists of a Grade 4 Senior Social Worker, a Grade 3 Social Worker (this position), and a Grade 2 Social Worker.

Social Workers provide evidence-based psychosocial assessment and intervention to consumers, families, carers, and supporters, contributing specialist expertise to promote recovery-oriented care and positive consumer outcomes.

The role is embedded within a multidisciplinary team comprising occupational therapists, lived experience workers, a psychologist, an AOD clinician, psychiatric nurses, and psychiatrists, working collaboratively to deliver high-quality acute mental health care.

### Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

### Our Vision

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*Patients – Employees – Community – Environment*

## Key Responsibilities

- Provide comprehensive psychosocial assessments, evidence-based interventions and discharge planning for consumers, with inclusion of their families and carers.
- Deliver person-centred, recovery-oriented, and strengths-based social work interventions informed by the principles of social justice, respect, and professional integrity.
- Collaborate with consumers, families, carers, supporters, and multidisciplinary team members, including the Lived Experience workforce, to achieve treatment goals and support recovery.
- Contribute specialist social work expertise to the assessment and management of consumers with complex mental health needs in the acute inpatient setting.
- Facilitate and support therapeutic group programs and activities in partnership with the multidisciplinary team.
- Provide education, support, and supervision to students, early career social workers, and other team members as appropriate.
- Communicate effectively and respectfully with consumers, families, carers, colleagues, and external service providers.
- Maintain accurate, timely, and high-quality clinical documentation and records.
- Demonstrate flexibility and responsiveness to changing consumer, service, and team priorities.
- Participate in risk management activities, ensuring incidents are reported, investigated, and addressed in accordance with organisational policies.
- Develop and maintain effective referral pathways and partnerships with community agencies and support services.
- Actively engage in clinical supervision, professional development, performance review processes, and mandatory training requirements.
- Contribute to quality improvement, service development, research, and other initiatives that enhance consumer outcomes and service delivery.
- Practice within professional and organisational standards, maintaining accountability for safe, ethical, and evidence-based care.
- Promote a culture of safety, wellbeing, and continuous improvement consistent with Western Health values and professional standards.
- To engage in regular clinical supervision for the purposes of support, education, and accountability as is required by Western Health and the AASW.

### Management/Supervision:

- Management and support will be provided by the Program Manager and Allied Health team leader.
- Clinical supervision will be provided by the MWAMHS discipline Senior or appropriately qualified Senior Social Worker. Clinical supervision will be strongly encouraged and supported.

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:

- Program or Unit Manager
- Team Leader
- Multidisciplinary Team
- Consumers and carers
- Social Work Clinical Supervisor
- Social Work Chief
- Allied Health Clinical Educators
- Fellow Social Workers/Allied Health Professionals

### External:

- Key community stakeholders including but not limited to:
- NDIS including support coordinators, LACs, HLO and support providers

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- Housing
- Vocational and employment sector
- Police
- GPs & Community Health Providers
- Child and family services & Family Violence sector
- Family, carers and supporters
- Community teams
- Prevention and Recovery Care services
- Employment services
- Local Mental Health & Wellbeing Services

## Selection Criteria

### Formal Qualifications:

- An approved Degree in Social Work and eligibility for membership to the Australian Association of Social Workers

### Essential:

- Commitment to Western Health's values and the delivery of person-centred, recovery-oriented, and trauma-informed care.
- Demonstrated experience working with mental health consumers, including psychosocial assessment, therapeutic engagement, risk assessment, and evidence-based interventions.
- Sound understanding and application of de-escalation strategies when supporting consumers experiencing acute distress or mental illness.
- Comprehensive knowledge of recovery-oriented practice, trauma-informed care, and contemporary mental health service delivery.
- Strong understanding of the Mental Health and Wellbeing Act, relevant legislation, and associated policies and procedures.
- Demonstrated ability to maintain accurate, timely, and clinically appropriate documentation and records.
- Sound understanding of confidentiality, privacy, and professional practice standards.
- Well-developed interpersonal, communication, and relationship-building skills, with the ability to engage effectively with consumers, families, carers, and stakeholders from diverse backgrounds.
- Demonstrated ability to undertake a range of social work assessments and interventions, including individual, family, group, and systems-based practice.
- Experience in, or commitment to developing, therapeutic group work and group facilitation skills.
- Ability to work effectively within a multidisciplinary team and collaborate with internal and external service providers.
- Demonstrated organisational, problem-solving, and time management skills, with the ability to manage competing priorities.
- Commitment to ongoing professional development, reflective practice, and continuous improvement.
- Competent computer and digital health record skills.
- Current Victorian Driver Licence.

### Desirable:

- Ability to speak a community language in addition to English
- Aboriginal and Torres Strait Islanders are highly encouraged to apply
- Experience in working with ACCHO and Aboriginal Communities and Families

## 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

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- 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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