

Position Title:	Social Worker, Victorian Paediatric Rehabilitation Service
Operationally reports to:	Manager, Victorian Paediatric Rehabilitation Service Goulburn Valley (VPRS)
Professionally reports to:	Manager, Social work
Department:	Victorian Paediatric Rehabilitation Service, Goulburn Valley
Directorate:	Community and Integrated Care
Cost centre:	FO753
Code & classification:	Grade 2 (SC21-SC24)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Euroa, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

GV Health is committed to ensuring that staff are immunised against Influenza where mandated. Therefore, employment within GV Health may be conditional upon evidence of having been vaccinated.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.



GV Health



CREATE. Outstanding.

ROLE STATEMENT:

The Victorian Paediatric Rehabilitation Service (VPRS) and Community Rehabilitation Centre (CRC) are non-admitted rehabilitation services within the sub-acute ambulatory care services (SACS) stream of the Health Independence Program. SACS services also include specialist clinics in Continence, CDAMS (Cognition, Dementia & Memory Service) and Chronic Pain Management. VPRS, CRC and other SACS services provide specialised assessment and recommendations for client management utilising models of care which operate within the Victorian Sub-Acute Service Capability Framework

VPRS-Goulburn Valley is a specialist assessment and treatment service for children and adolescents who as a result of injury, medical/surgical intervention, or functional impairment, will benefit from a program of developmentally appropriate, time-limited, goal-focused, multidisciplinary rehabilitation. In addition it provides long term monitoring and review for children and adolescents until the age of 18 years.

VPRS-GV is part of the Victorian Paediatric Rehabilitation Service (VPRS) statewide service. The VPRS vision is to ensure Victorian children requiring specialist rehabilitation are able to access the level of service they require, at the right time, in the most appropriate location, as close to home as possible. The VPRS-GV is based at Goulburn Valley Health in Shepparton, but provides services across the Hume region and into southern NSW, greatly increasing the opportunity for access to specialist paediatric rehabilitation services for children and adolescents in these areas.

This position is responsible for providing Social Work expertise to clients of the VPRS-GV. The Social Worker (SW) will function as a member of an interdisciplinary team and is responsible for the planning and implementation of high quality Social Work services for children and families within VPRS-GV. This position will work with social workers across VPRS to apply evidence based approach to practice and develop effective methods of management, communication and information sharing with other services and health professionals. The role will include liaison with external organisations to ensure that a continuum of care is maintained between services.

.KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Provision of Social Work services to clients of the VPRS-GV . This will include comprehensive evaluation within an interdisciplinary assessment; care planning, goal setting and intervention, monitoring and review of clients and families.
- Liaison with clients' support networks including families, schools, community therapists and other health and community care providers.
- Participation in case reviews and family conferences
- Maintenance of key contact duties as outlined in the VPRS-GV Key Contact guidelines
- Contribution to the multidisciplinary VPRS-GV Assessment & Review Clinics
- Participation in the annual service review and strategic planning
- Contribution to quality improvement activities as allocated
- Provision of a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas



GV Health



1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public



GV Health



CREATE. Outstanding.

- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- 100% compliance with the VPRS competency and training requirements for Social Workers
- Monthly statistics are completed and any performance requirements met
- Key contact role requirements fulfilled

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.*
- AASW accredited Bachelor of Social Work or Master of Social Work (qualifying) and eligibility for membership of the Australian Association of Social Workers.
- Experience within rehabilitation and community settings with clients with functional impairments who have complex welfare and social needs
- Demonstrated knowledge of rehabilitation principles and the importance of providing a Family Centred service.
- Demonstrated skills in assessment and intervention options for children and adolescents experiencing functional impairments, including those with diverse and complex psychosocial circumstances
- Excellent interpersonal, written and communication skills, including computer literacy and the ability to produce well-written reports.
- The ability to work collaboratively as an individual practitioner within an interdisciplinary team environment including the ability to initiate and maintain effective professional relationships.
- Proven organisational and time management skills with an ability to prioritise and manage a diverse caseload.
- Knowledge of delivering services to people from diverse backgrounds including culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities.
- Current Victorian Driver’s License
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Manager, VPRS
Issued	May 2019
Reviewed	December 2024

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ /_____/_____

(Print Name)