

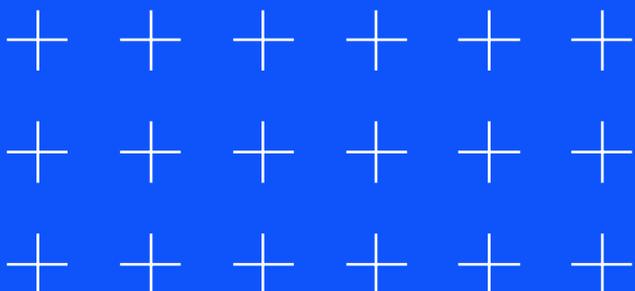


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Grade 2 Social Worker



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Provide quality patient focused care to patients and their carers through competent, evidence-based clinical skills relating to assessment, interventions and discharge planning
- Involve patients / carers / significant others in the decision making of treatment goals and discharge plans
- Demonstrate multi-disciplinary health care and coordinated team approach that achieves desired patient outcomes
- Prioritisation of caseload and management of competing priorities including delegation where appropriate
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- Display sound organisational skills through efficient time management, professional responsibility and accountability
- Manage risk and actively work toward implementing risk reduction strategies
- Display effective communication with staff and consumers by demonstrating sound verbal, non-verbal and written skills
- Role model timely collection, entry and analysis of statistics as directed by senior staff and /or manager
- Foster positive team dynamics and workplace culture
- Ensure documentation of patient care is in accordance with Melbourne Health and discipline specific guidelines
- Provide clinical supervision and mentoring to Grade 1 Social Work staff as per discipline and AASW Guidelines
- Participate in supervision from more senior staff member as per discipline and AASW Guidelines and participate in Individual Development, Work Planning & Annual Discussions
- Actively engage in professional development and model a commitment to lifelong learning
- Actively participate in Social Work Portfolio group assigned to role
- As a tertiary teaching hospital you will actively participate in supervision and teaching of Social Work Students from our university partners
- Participate in the development, implementation and review of social work student education in conjunction with senior staff
- Demonstrate the ability to assume extra responsibilities as requested by the supervisor or senior clinicians
- Assist in the review and implementation of policies and procedures specific to the discipline and clinical area
- Participate in continuous quality improvement activities and research activities both within the clinical team and department as required
- Participate in presentations, conferences, workshops and service development initiatives as required
- Comply with Quality Management policies, Occupational Health and Safety Legislative obligations, Equal Employment and Opportunity Legislation and Melbourne Health Policies and Procedures.
- Assist in maximising opportunities to further expand the role and profile of Social Workers within the Organisation



KEY RELATIONSHIPS

Internal

- Patients, families and carers
- Nursing, Medical and Allied Health Clinicians
- Aged Care Assessment Service (ACAS)
- Family Safety Team
- Rehabilitation Assessment team

External

- General Practitioners
 - Rehabilitation services
 - Community culturally specific services
 - Community based Aged Care services
 - Diagnosis specific services
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KEY SELECTION CRITERIA

Formal Qualifications

- Qualifications which are acceptable for membership with the Australian Association of Social Workers. Must have eligibility confirmed.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- A current Victorian driver's licence.
- Excellent interpersonal and communication skills.
- Demonstrated ability to work collaboratively and as part of a team and in cooperation with others.
- Clinical Skills in comprehensive assessment, discharge planning and counselling.
- Knowledge of the theory and principals of professional supervision.
- Knowledge and application of Social Work theory.
- Professional behaviour and conduct that which reflects self-initiative, confidentiality and self-evaluation.
- Commitment to continued professional development.
- Ability to manage a demanding workload, and effectively prioritise tasks.
- Skills in Microsoft Office suite of programs.
- At least 3 years' experience as a practicing Social Worker
- Satisfactory police check and working with children check.

Desirable:

- Previous experience in working within a public hospital setting.
 - Previous experience in research, program evaluation / development.
 - Previous experience in providing professional supervision
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
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- Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
 - Ensure direct reports have individual development plans including an annual review
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay respect to the Traditional Owners of the lands on which we work, and we stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are dedicated to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date