

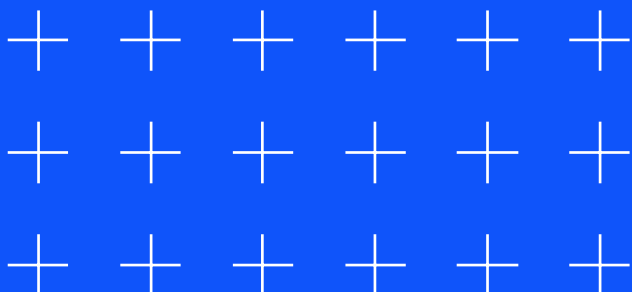


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Grade 1 Social Worker

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.

Advancing health for everyone, every day.

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.

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

POSITION SUMMARY

Social Workers aim to provide comprehensive assessment to enable a targeted intervention plan to be developed in consultation with the patient, their family, carers and significant others. Social Work priorities and specialisations include:

- Scope of practice as outlined in Australian Association of Social Work Practice Standards 2022.

- 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 clinical, intervention, assessment and discharge planning skills.
- Display sound organisational skills through efficient time management and professional responsibility.
- Display effective communication by demonstrating sound verbal, non-verbal and written skills and facilitate positive team dynamics.
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice.
- Prioritisation of caseload and management of competing priorities.
- Ensure documentation of patient care is in accordance with Melbourne Health and discipline specific guidelines.
- Liaison with multi-disciplinary health care team to achieve the desired patient outcomes.
- Manage risk and actively work toward implementing risk reduction strategies.
- Actively engage in professional development and model a commitment to lifelong learning.
- Assist with supporting the undergraduate Social Work Student Fieldwork Program.
- Demonstrate the ability to assume extra responsibilities as requested by the supervisor or senior clinicians.
- Actively participate in Supervision from more Senior Staff member as per discipline and AASW guideline, including Individual Development, Work Planning & Annual Discussions
- Actively participate in Social Work Portfolio group assigned to role Research
- Participate in continuous quality improvement activities and research activities both within the clinical team and social work department as required.
- Assist in the review and implementation of policies and procedures specific to the discipline and clinical area.
- Comply with Quality Management policies, Occupational Health and Safety Legislative obligations, Equal Employment and Opportunity Legislation and Melbourne Health Policies and Procedures.
- Assist with opportunities to further expand the role and profile of Social Workers within the Organisation.

Internal

- ## External

- Community based services such as Homelessness; Drug and Alcohol; Mental Health; Aged Care; Domestic Violence Support and Diagnosis Specific Services
- Department of Health and Human Services (DHHS)
- General Practitioners
- Community culturally specific services
- Home and Community Care providers

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.
- Excellent interpersonal and communication skills.
- Demonstrated skills in written and verbal handover processes.
- 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.
- Ability to work flexibly and autonomously when required.
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development.
- Demonstrated understanding of Social Work theories and their application to clinical practice.
- Skills in Microsoft Office suite of programs.
- Ability to manage a demanding workload, and effectively prioritise tasks.
- Possess an understanding of relevant legislation and practice frameworks relating to family violence practice, including but not limited to the Family Violence Information Sharing Scheme (FVISS), Child Information Sharing Scheme (CISS) and the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)
- Commitment to continued professional development.
- Satisfactory Police Check, Immunization Assessment and Working with Children's Check
- A current Victorian driver's licence.

Desirable:

- Previous health sector experience (employment or student placement experience in a hospital setting).

- ## KEY PERFORMANCE INDICATORS

- Demonstration of RMH values
- 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
- Completion of mandatory training activities including training related to the National Standards



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, Equitable, 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 our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **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
