



Position Title & Classification:	Community Palliative Care Social Work Grade 1
Department:	Clinical Services
Employment Status:	Permanent Full Time / Part Time
Enterprise Agreement:	Palliative Care South East Health Professionals and Support Services 2019
Reporting to:	Team Leader – Community Palliative Care Social Work Grade 2

Palliative Care South East (PCSE) provides specialist health care for people living at home with a life-limiting illness.

Our vision is to bring people and services together to create a sustainable network that increases access to high quality care for those approaching end of life.

PCSE Mission

We provide comprehensive, collaborative, integrated care and specialist support.

PCSE Values

Our Values – Responsiveness, Empowerment, Collaboration and Kindness – stem from a set of principles and beliefs with their foundations in our community and the broader palliative care movement.

Certain behaviours flow from our commitment to these values and together they enhance our workplace culture and inform our expectations of new employees.

Position Statement

In partnership with the interdisciplinary team, the social work role provides intensive case work support, information provision, and advocacy and referral services to clients, families and/or their carers.

Key Selection Criteria

Qualifications

<i>Essential</i>	<ul style="list-style-type: none"> • Bachelor of Social Work
<i>Desirable</i>	<ul style="list-style-type: none"> • Postgraduate qualification in Palliative Care
<i>Other Requirements</i>	<ul style="list-style-type: none"> • National Criminal Record Check and Working with Children Check prior to commencing employment • A current, Full Drivers' licence for the State of Victoria • Employees are required to maintain compliance with Vaccine requirements • Employees required to complete all mandatory and role specific training and competencies as required • Employees to participate in an annual performance review discussion

Skills, Knowledge and Experience

<i>Essential</i>	<ul style="list-style-type: none"> • Demonstrated knowledge of the principles and practice of social work including grief, loss and bereavement support • High level ability to communicate verbally and in writing in an articulate and concise manner • Demonstrated ability to network and build relationships with key external service providers involved in social support services • Ability to lead groups and facilitate meetings with families and other agencies • Demonstrated ability to provide care in partnership with key external service providers • Commitment to the preservation and empowerment of disadvantaged and marginalised individuals and families, including those from Culturally and Linguistically Diverse communities • Commitment to social justice principles, and specifically to the mission and aims of PCSE • Computer literacy – Microsoft Office suite and clinical electronic databases
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Accountabilities

KPI Key Accountabilities

<i>Client Care</i>	
<i>Assessment & Care Planning</i>	<ul style="list-style-type: none"> • In consultation with the client, identify needs and develop and implement mutually agreed upon care plans (including welfare interventions and crises management) • Utilise established and best practice assessment tools

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KPI

Key Accountabilities

	<ul style="list-style-type: none">• Establish and maintain therapeutic relationships with client, carer and/or families that will enhance and support facilitation of care by an interdisciplinary team• Regularly monitor and evaluate interventions to ensure appropriateness and effectiveness of care provided, updating the client care plan, to their changing needs, as appropriate• Provide current information to patients and families and ensure access to appropriate services on request and at initial assessment
Support & Interventions	<ul style="list-style-type: none">• Provide support through counselling and education which enhances clients, families and/or carers, understanding and ability to cope with living with /caring for someone with a life-limiting illness• Participate and contribute to the interdisciplinary team on a regular basis, for best outcomes for clients and their carers/families

Integrated Interdisciplinary Teamwork

Community liaison & external partnerships	<ul style="list-style-type: none">• Liaise with external agencies and providers to access additional resources and support for the client, carer/family members, as appropriate• Develop and maintain partnerships with external agencies and the wider social welfare network• Advocate for clients, family members/carers, and facilitate client and family/carers meetings
Teamwork	<ul style="list-style-type: none">• Actively participate in an integrated, interdisciplinary team• Share and offer collegiate support and professional advice, as appropriate, respecting all disciplines knowledge and input• Attend meetings as deemed necessary, both within the community, and internally

Education & Credentialling

Supervision	<ul style="list-style-type: none">• Supervise students as required• Participate in Supervision as required• Provide education to the clinical team about the role and benefits of Social Work services
Professional Development	<ul style="list-style-type: none">• Demonstrate commitment to ongoing professional development and related professional codes and standards• Evidence of attendance at relevant seminars and workshops• Evidence of attendance at regular supervision sessions• Participation in team development opportunities• Actively participate in Induction and Orientation of new employees as requested• Participate in an annual performance review and complete associated documentation and action plans
Professional Standards	<ul style="list-style-type: none">• Adhere to best practice standards required under the AASW practice standards and codes of ethics as applicable

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KPI

Key Accountabilities

Quality & Safety

Records & Data	<ul style="list-style-type: none">• Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Risk Management and Occupational Health and Safety• Participate and contribute to the development and review of policies, procedures and quality improvement activities• Adhere to all PCSE policies, procedures and guidelines• Actively participate in continuous improvement, risk management and quality assurance activities
Program Evaluation	<ul style="list-style-type: none">• Provide input into the ongoing evaluation of the Social Work role and functions including initiating and/or participating improvement.
Accreditation	<ul style="list-style-type: none">• Participate in accreditation processes

All PCSE Staff

All PCSE staff are expected to:	<ul style="list-style-type: none">• Demonstrate behaviours and attitudes consistent with the PCSE Mission, Values and Code of Conduct• Demonstrate respect and courtesy in their interactions with others• Comply with legitimate management directives at all times• Comply at all times to the legal and professional obligations and requirements applicable to PCSE• Maintain professional demeanour and appearance, and represent the organisation in a positive manner throughout the period of employment
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I have read the above position description. I understand the accountabilities of the role and agree to comply with the requirements of this position.

Staff Member Signature: _____

Print Name: _____

Date: _____

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