



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position title :	Social Worker
Reports to:	Clinic manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Sector Award
Salary:	As per employment contract

Position Approval

Last updated: New role

Approved: David Noonan

Date: 8/07/2021

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The clinical social worker professionally applies social work methodologies and theories to the diagnosis, prevention and treatment for individuals, families and groups. The main responsibility is to screen medical records, conduct interviews and assessments, set treatment goals and arrange for expediting and coordinating services.

RELATIONSHIPS

Supervision

The position reports directly to the Clinic manager.

Internal

The Social Worker will work collaboratively with all other team members of AWAHS.

External

The role will engage with other Aboriginal organisations, service providers, government bodies and key stakeholders.

DUTIES OF THE POSITION

- Provide health counselling/ support to individuals, groups or families.
- Conduct initial assessments of clients' situation to determine needs and goals.
- Provide education to clients on their health condition and use short term evidence based and best practice interventions to assist them to better manage their health and wellbeing.
- Create an individualised support plans.
- Assess and provide clients with practical techniques that enable them to understand and manage any long term conditions.
- Researching and advocating for appropriate resources for clients
- Refer clients to relevant internal and external health or specialist services as required.
- Coordinating treatment planning and maintaining ongoing contact with providers for the continual care of clients
- Providing crisis intervention as needed
- Ensuring that all case files and other records strictly comply with policies, regulations, and procedures.
- Actively participating in ongoing training as needed to meet all certification standards and credentialing policies.
- Additional duties as directed by the relevant manager.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Extensive clinical experience relevant to the role
- Degree (or higher) in psychology or social work
- Membership of the Australian Association of Social Workers- AASW
- Demonstrated high level of written, verbal and interpersonal communication skills
- Computer literacy
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date