



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Senior Social Worker (Women's Mental Health)</b>
<b>Reports to (Title)</b>	<b>Head of Allied Health (Mental Health) (Professional reporting – Head of Social Work)</b>
<b>Group Director/ Chief</b>	<b>Chief of Mental Health and Cabrini Outreach</b>
<b>Department</b>	<b>Women's Mental Health - Allied Health</b>
<b>Position Location</b>	<b>Elsternwick (Hopetoun Street) (may be required to work at other sites)</b>
<b>Award/Agreement</b>	<b>Grade 3 Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Senior Social Worker (Women's Mental Health) collaborates within a multi-disciplinary team, providing clinical leadership and advanced social work services to clients. Demonstrating an exceptional skill set, the Senior Social Worker plays a pivotal role in delivering tailored mental health support designed for the distinct needs of women. Beyond clinical expertise, the Senior Social Worker embodies a genuine passion for delivering compassionate care, driving quality improvement, and providing adept team leadership within both the day program and inpatient setting.

Operating with autonomy, the Social Worker showcases specialized knowledge and a wealth of experience. This role involves initiating and participating in teaching, training, research, and quality enhancement initiatives. Furthermore, the Senior Social Worker assumes the responsibility of supervising students and mentoring fellow staff members within the multidisciplinary care team. Upholding the ethical standards of the Australian Association of Social Workers Code of Ethics and Practice Guidelines, the Senior Social Worker ensures practice aligns with Cabrini Health Limited policies and guidelines.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Demonstrates strong, current clinical knowledge and skills and applies this to contribute to supporting individuals and teams in clinical practice.
- Provide team leadership and guidance within both the day program and inpatient setting, ensuring cohesive and effective care delivery.
- Utilize your sophisticated understanding of relevant legislation and funding bodies.
- Provide supervision to staff and students in accordance with AASW supervision standards, fostering their professional development.

##### 1.2 Operational Responsibilities

- Utilize extensive clinical experience to provide comprehensive social work support within a mental health setting.
- Deliver both group and individual psychosocial interventions to promote positive patient outcomes.

- Employs knowledge of psychotherapy modalities including ACT, DBT, CBT, CPT, and EMDR to within clinical care to enhance treatment outcomes.
- Manage a care coordination caseload of clients, ensuring their needs are met through effective planning, collaboration, and resource allocation.
- Collaborate closely with the multidisciplinary team, client, carers, nominated persons and external stakeholders to ensure holistic and patient-centred care.
- Provide Social Work assessment, intervention and evaluation at an advanced practice level for complex and general caseloads.
- Ensures maintenance of appropriate clinical documentation and clinical information systems.
- Undertakes other duties as directed.
- Assist with local recruitment and onboarding of new staff.

### **1.3 Resource Management**

- Acts as a role model for staff in promoting professional values and ethics.
- Allocate tasks and resources for day and group programs based on operational requirements, including provisions for staff support during sick leave and other contingencies.
- Take the lead in initiating and participating in quality improvement initiatives, promoting a culture of continuous enhancement and best practice
- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Participate in, as requested, relevant committees, working parties and research projects that are related to mental health.

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Demonstrates reflective practice and commitment to professional development
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.
- Actively engage in regular individual and group supervision sessions to ensure ongoing professional development and support.
- Assist in building a positive team culture.

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### 3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### 4. Child Safety

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

#### Organisational Relationships

- Reports directly to the **Head of Allied Health (Mental Health)**
- Reports professionally to the Head of Social Work
- Maintains a close collaborative working relationship with the Nurse Manager (Women's Mental Health), senior Allied Health staff and broader Women's Mental Health team members

#### Committee Membership

**The Senior Social Worker (Women's Mental Health) will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Chief of Mental Health and Cabrini Outreach or Chief of Allied Health and Ambulatory Services

#### Staff Development

**The Senior Social Worker (Women's Mental Health) will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge

- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

## Key Competencies

**The Senior Social Worker (Women's Mental Health) must demonstrate the following requirements:**

### Essential

#### **Educational/Vocational**

- Bachelor or Master of Social Work qualification, along with eligibility for membership with the Australian Association for Social Workers (AASW).

#### **Registration**

- Eligible for membership with the Australian Association of Social Work

#### **Knowledge and Experience**

- Minimum of 5 years of clinical experience in social work, preferably within a hospital setting.
- Demonstrated senior clinical experience and leadership in a mental health inpatient and outpatient/community setting.
- Excellent communication and interpersonal skills, enabling effective collaboration and patient engagement.
- Demonstrable ability to undertake professional supervision and/or mentor staff and to promote professional competence and growth in all staff.
- Demonstrated ability to develop evidence based, innovative clinical practices and initiation of quality improvement activities.
- Experience/ability to provide group programs and individual therapy to patients/clients with mood disorders, substance use disorders, and complex traumatic stress disorders (using CBT, DBT, Schema-Focused Therapy, and/or ACT modalities for individual therapy).
- Strong background and interest in women's mental health.
- Proficiency in at least one of the following psychotherapy modalities: ACT, DBT, CBT, CPT, schema therapy and EMDR.

### Desirable

- Current Drivers Licence
- Eligible for Medicare Provider Number
- Comprehensive knowledge of relevant legislation and understanding of funding bodies and community referral pathways.

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### **Our mission**

#### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

## **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

## **Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised:**

A handwritten signature in blue ink, appearing to read 'David', written in a cursive style.

**Chief of Mental Health and Cabrini Outreach**

**Date - 24 August 2023**