

## Position Description

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<b>Position title:</b>	Weekend Social Worker
<b>Department:</b>	Social Work
<b>Classification:</b>	Grade 3 Social Worker (SC31-SC34)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Reporting to:</b>	Senior Social Work Manager

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About Social Model of Health

The Women's Social Model of Health Division is a newly formed function that reinforces our commitment to the social determinants of health. Whilst all services at the Women's ensure health equity for all women, the Social Model of Health Division brings together our services and programs that specialise in providing care to women facing challenges that may adversely affect their health.

The Social Model of Health Division at the Women's has responsibility for ensuring the hospital's clinical and social support services are coordinated, aligned and leveraged to provide wrap around care for the women who need it most. In particular, the division has a focus on ensuring a woman's social, economic, cultural, environmental, geographic, and other factors are taken into account in her care plan with the overall aim of reducing health inequalities and addressing systemic inadequacies that affect health access and outcomes.

## About Social Work

Social Work at the Women's aims to improve the psychosocial health and wellbeing of women and babies attending our hospital. Social Work embraces a view of women's health that is holistic and considers women's social, physical, emotional and cultural wellbeing. Our Social Workers offer support to women through their maternity, neonatal, gynecological and oncology experiences and provide information, counselling, support and advocacy for women in response to health and social needs.

## Position purpose

This role works Friday to Monday and is responsible for ensuring that patients and families are provided with continuous care, and support throughout their admission at the Women's. This position will work closely with the Afterhours Manager to triage and manage complex patient circumstances as they arise.

The role responds to diverse and varied referrals, providing bereavement support, managing child protection issues and family violence related incidents and risk, assess patient needs, coordinate resources, facilitate communication between patients and medical staff, and assist with discharge planning. On occasion, the position will be required to provide social work cover on public holidays.

## Key responsibilities

### Clinical practice

- Provide high quality care to patients through culturally safe, competent, evidence-based clinical skills relating to psychosocial assessment, interventions including crisis intervention, short-term counselling, bereavement care, advocacy, community liaison, referral and discharge planning
- Provide secondary consultation and support to clinicians regarding child and family risk issues to achieve high quality and safe outcomes.
- Work closely with the multidisciplinary team involved in the care of women and their families with a view to achieving desired patient outcomes
- Possess an understanding of relevant legislation and practice frameworks relating to family violence practice and child protection, 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

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Framework (MARAM) and the Children Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005

- Demonstrate a theoretical understanding and an intersectional approach to your clinical practice in relation to working with victim/survivors of family violence, sexual assault, intergeneration and complex trauma.
- Provide appropriate handover of patients as required.
- Manage escalated client issues or complaints appropriately.
- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position

### **Communication and teamwork**

- Demonstrated ability to work as a member of a team and ability to establish and maintain functional networks with a wide variety of health personnel and with other service providers
- Capacity to provide comprehensive handover

### **Quality, safety and improvement**

- Participate in clinical audits and other relevant quality activities
- Ensure services are delivered in accordance with National Safety and Quality Health Service Standards and the EQUIP National Program
- Participate in presentations, conferences, workshops and service development initiatives as required

### **Learning and development**

- Participate in supervision as per discipline and AASW Guidelines and Participate in an annual Performance Development Review
- Attend all meetings relevant to the position

### **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

### **Key selection criteria**

#### **Experience/qualifications/attributes**

##### **Essential:**

- A suitably qualified Social Worker with 7 years post qualifying experience as well as meeting eligibility requirements for membership with the Australian Association of Social Workers (AASW)
- Demonstrated experience and ability to work autonomously and to provide an advanced social work service and range of interventions to patients and families in crisis situations including family violence, child protection, trauma and bereavement
- Demonstrated ability at, managing competing priorities, and making informed decisions
- Demonstrated time management, administrative and organisational skills

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- 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)
- Demonstrated ability to work as a member of a team and ability to establish and maintain functional networks with a wide variety of health personnel and with other service providers
- Knowledge of the family violence sector and child protection legislation and systems
- Embodiment of the Women's values

#### Desirable:

- Experience working within a public hospital setting
- Ability to work independently
- Capacity to work effectively in a changing organisational environment

### Organisational relationships

#### Internal relationships

- Social Model of Health Division
- Allied Health staff
- Nursing, midwifery and medical staff
- All Royal Women's Hospital departments and clinics and staff in particular the Women's Emergency Centre, the After-hours Manager, Centre for Women's Mental Health and General Counsel

#### External relationships

- Inner Melbourne Community Legal
- Other hospitals and health providers
- Community service organisations (eg. Safe Steps)
- Government departments including Department of Health and Human Services
- Family Safety Victoria
- Victoria Police, particularly the Sexual Offices and Child Abuse Investigation Team (SOCIT)

**Direct reports:** 0  
**Indirect reports:** N/A  
**Budget responsibility:** N/A

### Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Not applicable
<b>Sitting</b> – remaining in a seated position to complete tasks	Prolonged/Constant
<b>Standing</b> – remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Occasional

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<b>Lean forward/forward flexion from waist</b> to complete tasks	Rare
<b>Trunk twisting</b> – turning from the waist to complete tasks	Not applicable
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Not applicable
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Not applicable
<b>Leg/foot movement</b> to operate equipment	Not applicable
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Prolonged/Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Frequent
<b>Problem solving</b> issues associated with clinical and non-clinical care	Prolonged/Constant
<b>Working with distressed people and families</b>	Prolonged/Constant
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Job demands</b> – high workload, tight deadlines, and competing priorities	Frequent
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
<b>Role specific considerations</b> Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
<b>Definitions used to quantify frequency of tasks/demands as above</b>	
<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).

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- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

### **Vaccination requirements**

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### **Declaration**

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** June 2026

**Developed by:** Senior Manager Social Work

**Date of next review:** June 2027

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