



T22/11040

The Sutherland Hospital

Social Work Department

Restructure Consultation Paper

Version 1

May 2022

Comments or feedback on this proposal can be submitted in writing to:

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by 5pm on 16th May 2022

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1. Overview of the Sutherland Hospital Social Work Department

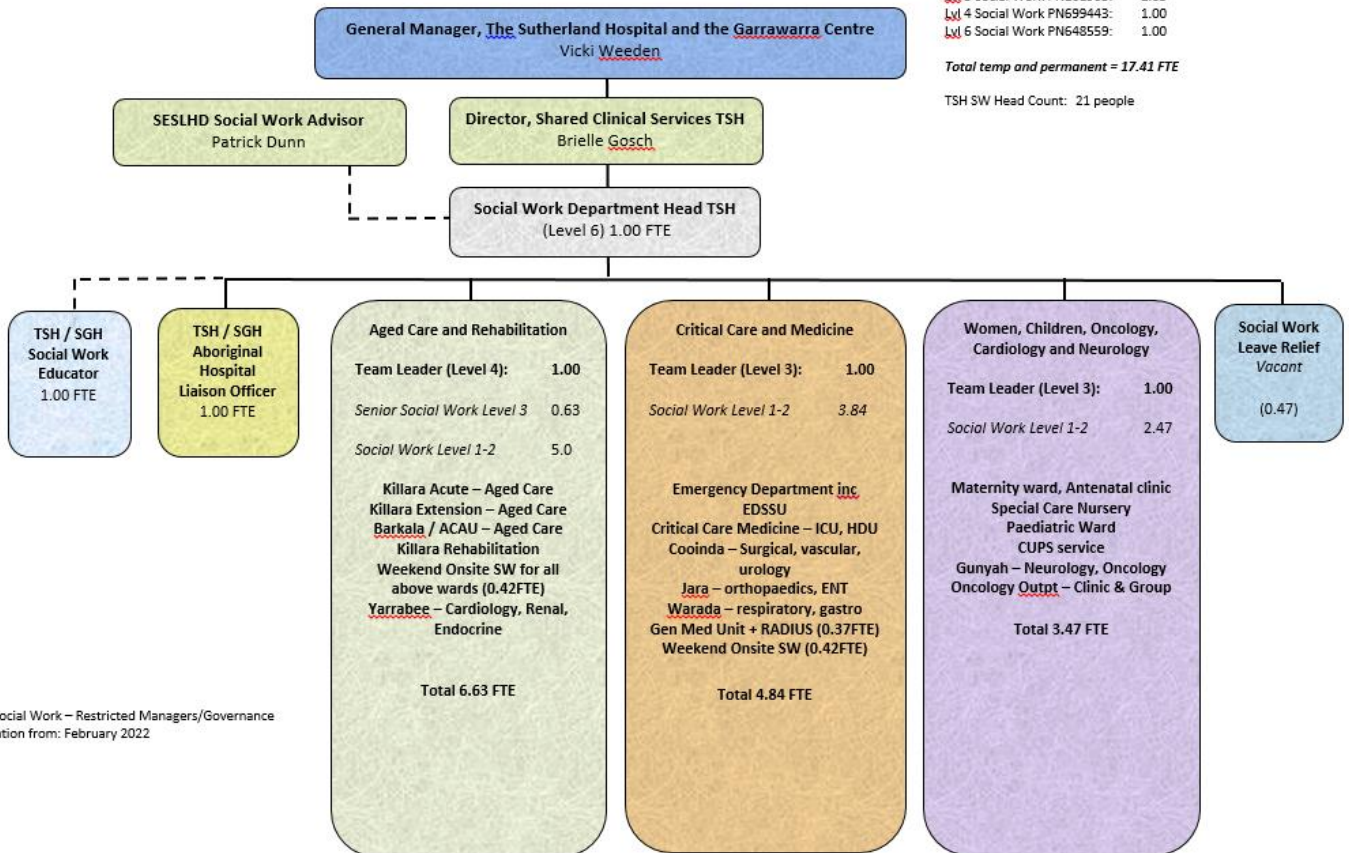
1.1 Current Organisational Structure

Organisational Chart TSH Social Work Department

TSH Social Work: 17.41 FTE
 AHLO PN101900: 1.00
 Lvl 1-2 Social Work PN101896: 11.78
 Lvl 3 Social Work PN101903: 2.63
 Lvl 4 Social Work PN699443: 1.00
 Lvl 6 Social Work PN648559: 1.00

Total temp and permanent = 17.41 FTE

TSH SW Head Count: 21 people



t T./Social Work – Restricted Managers/Governance allocation from: February 2022

1.2 Responsibilities of the Social Work Department

The Sutherland Hospital (TSH) Social Work Department consists of 17.41 FTE and delivers social work intervention to inpatients across clinical areas of the hospital, and outpatients attending the Oncology Clinic, Pre-Admission Clinic, and Antenatal Clinic. The service operates across seven days, in addition to servicing priority referrals after hours 1700-0800, seven days per week.

The social work team assists patients, family members, or carers, to assist with emotional and practical help with any issues or concerns that may arise from an illness or being in hospital.

2. Proposed Social Work Department Restructure

2.1 Proposed Changes and Proposed Organisational Chart

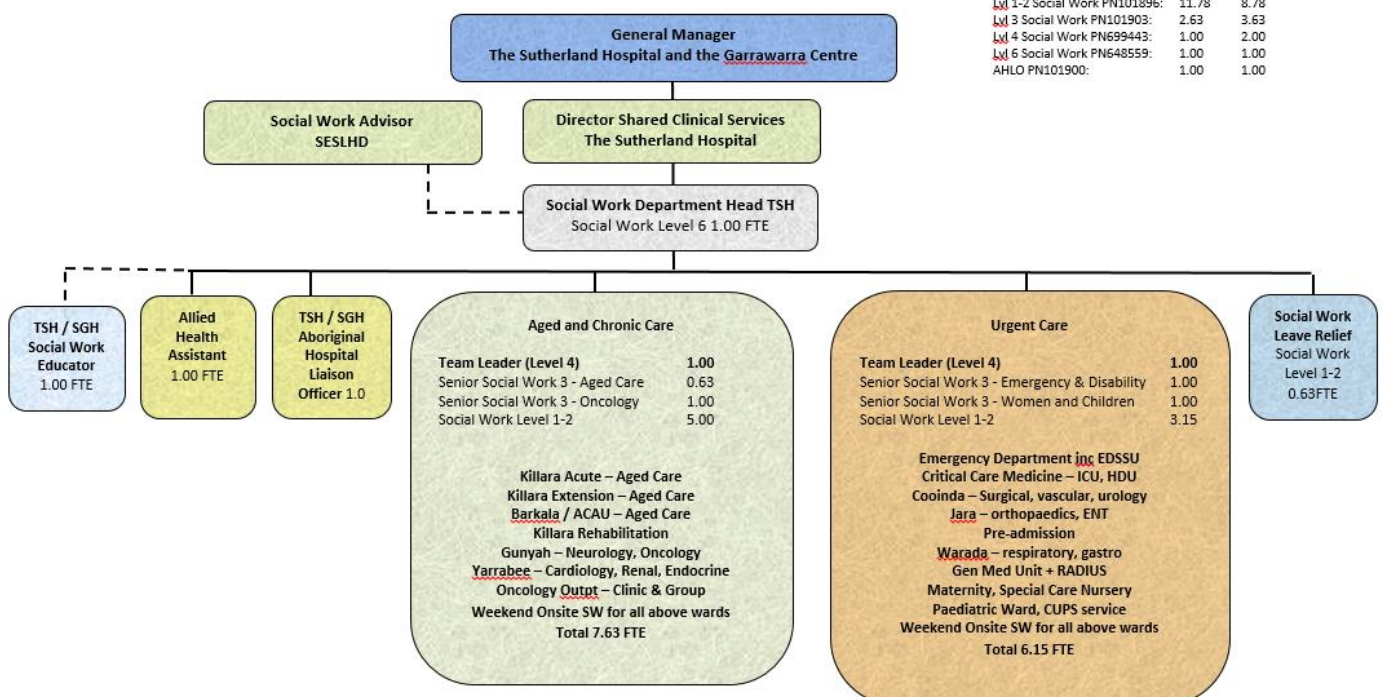
In summary, the changes consist of:

- The operational management of the Social Work Department be streamlined from the existing three team model to two teams, better aligning with TSH clinical areas. Introducing a two team model will result in improved response times to clinical demand across all clinical areas, which has currently been raised as an issue particularly in relation to cover for unplanned staff leave.
- Senior Level 3 Clinician roles will be created within Women and Children’s Health, Oncology, and Emergency/ NDIS (vulnerable patients) specialty areas. Establishing these senior positions will enhance the clinical response in these areas where acuity and complexity of presentations has grown. Enhanced availability of senior clinicians will also improve existing clinical supervisory practices across the department, and drive increased contribution to research.
- The introduction of the Allied Health Assistant role creates efficiencies both financially and in regards to department resources and ability to facilitate timely discharges across all clinical areas. Allied Health Assistants have not previously been utilised in Social Work Departments in SESLHD, and will promote the redirection of social work services to more complex tasks, increasing overall department capacity.

The proposed restructure promotes a skilled workforce, staff retention, and the delivery of excellent client-centred care for vulnerable populations accessing care at TSH.

**Organisational Chart – PROPOSED
TSH Social Work Department**

	Current	Proposed
TSH Social Work:	17.41	17.41
Allied Health Assistant	0.00	1.00
Lvl 1-2 Social Work PN101896:	11.78	8.78
Lvl 3 Social Work PN101903:	2.63	3.63
Lvl 4 Social Work PN699443:	1.00	2.00
Lvl 6 Social Work PN648559:	1.00	1.00
AHLO PN101900:	1.00	1.00



2.2 Business Case

The proposed restructure of the Social Work Department at TSH will:

- Improve governance of social work services at TSH;
- Increase specialised social work positions within the department;
- Enhance safe care for vulnerable patient groups to include the provision of improved inpatient management of National Disability Insurance Scheme (NDIS) matters;
- Provide a more efficient utilisation of resources.

The recommendation to restructure existing social work services is the result of a regular review of the service including consultation and collaboration with social workers and hospital stakeholders. There is broad agreement for the recommended changes.

High levels of clinical expertise and specialist care of vulnerable patients including people with a disability is a priority for social work intervention across all clinical areas at TSH. Activity across TSH has changed over recent years and whilst staffing allocation has been adjusted to respond to these changes, structural change is needed to support effective governance for clinical complexities.

A review of TSH Social Work governance arrangements and clinical coverage has been completed in the last eighteen months as part of continuous improvement, including:

- Individual meetings with all TSH Social Work staff
- Discussion with stakeholders; TSH Director Shared Clinical Services, relevant department heads, SESLHD Allied Health Director, SESLHD Social Work Advisor, relevant Nurse Unit Managers.

This review highlighted key challenges for TSH Social Work, including:

- The implementation of NDIS in recent years has impacted the inpatient social work role. An added layer of expertise is required for social workers to assist patients to navigate the NDIS efficiently to achieve timely and safe discharges. Improvement work has been undertaken in the department, however must be embedded into a clinical senior responsibility as a capacity building resource across disciplines.
- Emergency department activity has continued to increase, including social work complexities in responding to domestic violence, child protection, disability and psychosocial crisis and abuse of older people.
- Delivery of a social work service across seven days has become increasingly important to achieve good patient outcomes and timely discharge. Participation in the weekend service is currently shared across two small teams. With the proposed restructure, staff from across two larger teams will be responsible for the contribution to this seven-day roster which reduces the impact on a smaller number of staff.
- Oncology activity and clinics facilitated at TSH has risen and increased in complexity. This has impacted on the retention of base grade social workers in the role, with a turnover of 4 social workers in the last 4 years. The oncology service is advocating for the role to be re-graded as a level 3 clinical senior social worker, which is in line with other cancer services in the district.

- The existing Social Work Department is structured into one larger team (Level 4 Social Work Team Leader) and two smaller teams (Level 3 Social Work Team Leaders). This does not align with other hospital Social Work Departments within and external to SESLHD who have level 4 Social Work Team Leaders. The employment award stipulates that the Team Leader level is dependent on the FTE managed. Level 3 Team Leader positions have been difficult to fill at permanent and temporary recruitment. During periods of staff absence, it is challenging to cover clinical priorities within smaller teams and some clinical areas do not have a natural fit within their current team. Enhancing the existing senior clinician roles available within the department offers career progression for Level 1/2 Social Workers to develop clinical expertise in specific areas where Level 3 roles will be established. The provision of further senior clinical skill building also leads to further opportunities to develop leadership skills in preparation for Team Leader Level 4 opportunities as they arise.
- The Social Work Department currently has only 0.63 FTE clinical senior (level 3). This does not benchmark against other hospital Allied Health Departments at TSH and SESLHD, taking into consideration the specialities in other hospitals. There is limited career progression in our department, staff move on to other hospitals to further their career into senior positions. Clinical seniors are also often a stepping stone into team leader positions. Clinical complexities at Sutherland Hospital have changed over recent years and senior social work positions have not increased with these changes. When TSH and St George Social Work Departments split, all clinical senior positions were placed at St George.

The proposed restructure addresses existing key challenges;

- The introduction of senior clinicians, who oversee the delivery of exceptional care across all clinical areas, particularly responding to vulnerable patients. An additional role of these positions will be the development and evaluation of training and education packages to enhance the capacity of social work staff, and other members of the multi-disciplinary team, and lead enhanced provision of supervision across the department, which improves staff wellbeing and improved client intervention/ outcomes.
- Governance of a two-team structure enables enhanced clinical cover in situations such as unplanned leave and facilitates the implementation of a seven-day roster across ED and Aged Care clinical areas to occur in a shared manner.
- Ability to develop relationships with key local NDIS providers to improve integrated and collaborative care.

3. Proposed changes to Position Descriptions

3.1 Change to existing position - Social Work Team Leader (Level 3)

The current Level 3 Team Lead positions will be deleted.

3.2 New Position – Social Work Team Leader (Level 4)

The Team Leader Level 4 position will be responsible for delivering clinical expertise and knowledge in a designated clinical specialty area. The Social Work Team Leader will assist in operational/ supervisory responsibilities under the direction of the Head of Department.

Further detail regarding this position can be found in Item 7 Position Descriptions.

The Team Leader Level 4 will report to the Head of Department, Social Work.

This position will be classified as Allied Health Professional Level 4.

3.3 New Position – Social Work Senior Clinician, Women’s & Children’s (Level 3)

The previous Women’s and Children’s Team leader position specified that the role may be responsible to assist in operational/supervisory responsibilities under the direction of the Social Work Head of Department. The revised position will be titled Social Work Senior Clinician, Women’s & Children’s Health, and will be responsible for the provision of support to other health care professionals in a consultative manner, and supervision of staff. The reporting line for this position will change from the Head of Department to the Acute Care Team Leader.

Further detail regarding this position can be found in Item 7 Position Descriptions.

It is proposed that this position will continue to be classified as Allied Health Professional Level 3

3.4 New Position - Allied Health Assistant (Level 1, 2 or 3)

An Allied Health Assistant position has been created to assist in the delivery of direct client related care. Activities for this role may include the provision of information to patients or their carers regarding services, assisting with the process of seeking residential aged care facility placement for patients, or assistance seeking government supports such as Centrelink.

The Allied Health Assistant will report to the Head of Department and will be supported in their role by the two Social Work Team Leads. The AHA will be managed on a fortnightly basis by each of the Team Leaders to ensure their integration into the department. The Team Leads will be familiar with the workload and capacity of the AHA and will facilitate distribution of tasks according to where service demand exists.

An experienced Level 1/2 Social Worker will provide regular supervision to the AHA, in addition to support offered by the Team Leads and Head of Department. The current Level 1/2 Social Work staff will be given the opportunity to develop their own leadership skills by way of providing the AHA with education, training, supervision, and mentoring.

Further detail regarding this position can be found in Item 7 Position Descriptions.

It is proposed that this position will be classified as an Allied Health Assistant level 3.

3.5 New Position – Social Work Senior Clinician, Oncology (Level 3)

The Social Work Senior Clinician Oncology will be responsible for the provision of high quality Social Work patient care within Oncology, exercise independent professional judgement, and support other professionals in the multidisciplinary team in a consultative role.

Further detail regarding this position can be found in Item 7 Position Descriptions.

The Social Work Senior Clinician, Oncology will report to the Subacute Team Leader.

This position will be classified as Allied Health Professional Level 3.

3.6 New Position – Social Work Senior Clinician, Emergency Department and Disability (Level 3)

The Social Work Senior Clinician, Emergency Department and Disability will deliver social work intervention to patients, their families, and other healthcare workers in the response to complex and priority case work within the Emergency Department and across all clinical areas where patients with a disability access care at TSH. This position will be responsible for the in-depth advice and support to the multidisciplinary team in this specialty area, as well as facilitating responsive and timely intervention and service planning for the social work response to Disability care.

Further detail regarding this position can be found in Item 7 Position Descriptions.

The Social Work Senior Clinician, Emergency Department will report to the Acute Care Team Leader.

This position will be classified as Allied Health Professional Level 3.

4. Summary of Positions and Other Changes

Newly created positions include an Allied Health Assistant (1.0FTE), Team Leader (Level 4 1.0FTE) and two senior (Level 3) roles in the following clinical specialties:

- Oncology Senior (1.0FTE)
- Emergency/ Vulnerable Patients Senior Social Worker (1.0FTE)

In order to enable the introduction of additional Clinical Senior positions, and one Level 4 Team Leader position, existing vacant Level 1/2 Social Work FTE will be utilised. In addition to this, the development of the Allied Health Assistant role will assist with reducing overall increase to the Social Work budget.

The Existing Women and Children's Team Leader Position will be matched to the Social Work Senior Clinician, Women's and Children's position (1.0FTE).

4.1 Affected positions

Nil affected positions.

4.2 Proposed positions

New Positions	Action	Classification Grade	
Allied Health Assistant	1.0 FTE	AHA	Level 3
Social Work Team Leader	1.0FTE	Social Worker	Level 4
Social Work Senior Clinician, Oncology	1.0FTE	Social Worker	Level 3
Social Work Senior Clinician, Emergency Department and Disability	1.0 FTE	Social Worker	Level 3
Social Work Senior Clinician, Women and Children's Health	1.0 FTE	Social Worker	Level 3

4.3 Proposed Realignments and matching

Current Position	Current	Proposed Change	Proposed Grade
Team Leader – Level 3	Level 3 2.0FTE	Positions deleted. 1.0 FTE vacant. 1.0 FTE matched to Women and Children's Health Senior Clinician.	Level 3 1.0FTE
Social Worker - Level 1/2	Level 1/2 3.0 FTE	Realigned to new positions	Deleted

5. Consultation

Staff directly impacted by this restructure have been consulted with in relation to the proposed changes and are supportive. The entire department has been consulted with in relation to the restructure and have announced their support in principle.

Position descriptions are included in this paper.

Formal approval to proceed with implementation of the new structure has been sought from the Chief Executive, General Manager, and Director of Shared Clinical Services, pending consultation feedback.

5.1 The recruitment and matching process

All changes will be managed as per SESLHD PD/180 *Management of Organisational Restructures and Other Reforms in SESLHD*.

The one affected position, Women and Children's Team Leader, will be matched with the Social Work Senior Clinician, Women's and Children's Health role. This position is matched to the same clinical area and Level of the award.

Vacant positions will be advertised externally.

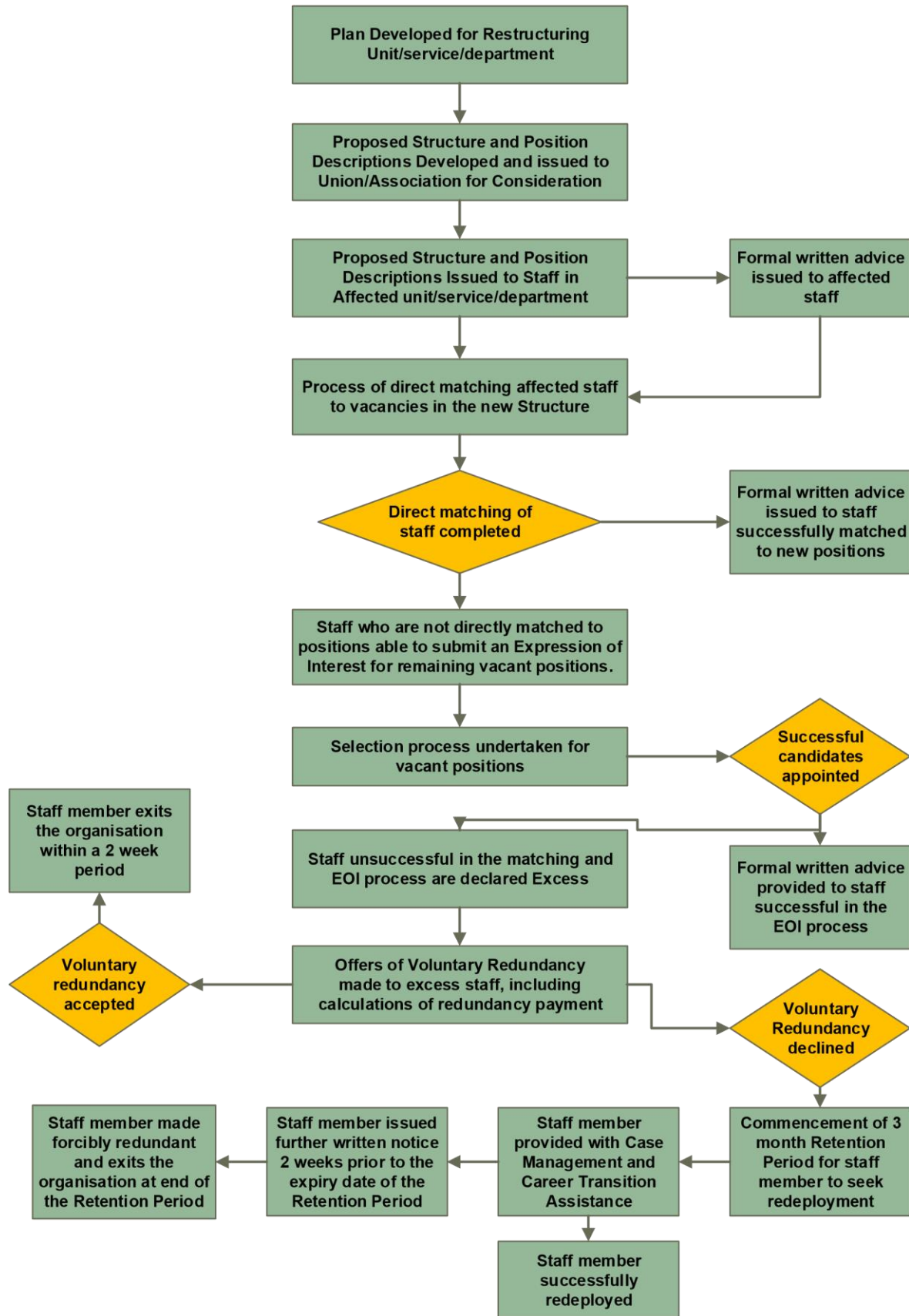
5.2 Employee Assistance Program

Staff are reminded of the availability of the Employee Assistance Program through Converge on 1300 687 327. This number is answered 24 hours per day, seven days per week, to facilitate enquiries, booking requests and to provide assistance.

6. Restructure Timeframe

Action	Detail	Estimated Dates
Consultation period with staff and union commences	Release Restructure Consultation Paper and draft position descriptions	April 2022
Consultation period closes		May 2022
Feedback reviewed and considered	Consultation Paper Feedback finalised and responded to	May 2022
Approval by Chief Executive to proceed with structure	Submit brief to CE for final approval of structure	May 2022
Written advice issues to affected staff members	Letters to advise staff of 'affected status'	May 2022
Unfilled roles to be advertised	Advertisement of all unfilled roles.	May - June 2022
Written advice issued to staff appointed to positions	Letter to advise of appointment to successful applicants.	June - July 2022

PROCESS MAP FOR ORGANISATIONAL RESTRUCTURES



7. Attachments – Position Descriptions

(Page 13 onwards)



Position Description

T22/11083

Facility/Service	The Sutherland Hospital (TSH)
Department	Social Work Department
Manager	TSH Social Work Department Head (position number 648559)
Position Number	699443
Cost Centre	163153

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Social Work Team Leader – Level 4	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Health Service Health Professionals (State) Award	
Position Classification*	Social Worker Level 4	
Job Category Coding (ROB)*	Allied Health	
Job Classification Coding (ROB)*	Social Worker	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Social Work Team Leader has a recognised clinical specialty that requires high levels of clinical expertise and knowledge. They are able to provide clinical services to patients, their families and carers with circumstances of a complex nature requiring advanced practice skills.</p> <p>The Social Work Team Leader is able to demonstrate advanced reasoning skills and operates autonomously with minimum direct clinical supervision. They are involved with planning, implementation, evaluation and reporting on clinical services in a particular specialty and are involved in the implementation of SESLHD protocols, initiatives, policies and procedures.</p> <p>The Social Work Team Leader is responsible for the clinical supervision and support of Social Workers and Social Work students across a range of clinical areas.</p>

		<p>The Social Work Team Leader has a consultative role within their clinical specialty. They may also conduct clinical research and participate in the provision of clinical in-service education programs to staff and students. The Social Work Team Leader will assist in operational/supervisory responsibilities under the direction of the Social Work Department Head, and may be required to manage specific tasks or projects.</p>
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Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Collaborate with the social work leadership team, including other Social Work Team Leaders, Social Work Educator and Social Work Department Head to maintain a high functioning social work service and contribute to the implementation of an innovation and improvement culture. • Provide a high level of guidance, leadership and management of the Social Work service to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the department. • Provide effective clinical supervision to social work staff and field education opportunities to social work students. • Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan intervention strategies to ensure patient needs are identified in the provision of clinical services in circumstances of a complex nature. • Assess, plan, organise, deliver, evaluate, and report on the provision of high quality Social Work care in accordance with Australian Association of Social Workers (AASW) Code of Ethics, the AASW Practice Standards and the NSW Health and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes. • Provision of advanced clinical practice within a designated clinical area including specialist clinical skills, knowledge and experience. • Conduct complex psychosocial interventions including assessment, counselling, advocacy, case management and discharge planning. • Provide in-depth advice, support and education regarding Social Work to health care professionals within the health care team and act as the resource clinician for the specialty area, in order to establish co-ordinated and continuity of care to patients/clients. • Demonstrate leadership through portfolio work in an area or areas as determined in consultation with the social work leadership team. • Plan and prioritise own and team work requirements to effectively meet defined patient/client care objectives within agreed timeframes.
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		<ul style="list-style-type: none"> • Apply advanced reasoning skills and operate autonomously with minimum direct clinical supervision. • Provide and / or coordinate relief cover during absences of team members and other staff. • Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities and the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients / clients. • Identify and participate in research projects within the department, hospital and district or in conjunction with other relevant organisations such as the Agency for Clinical Innovation and / or universities. • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level and quality of service. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role • Participation in the After Hours Crisis On Call Social Work Service, and work across a seven day roster is essential.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> • Problem Solving: Balancing limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes. • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources. • Participating in consultations with internal and external stakeholders often where there are competing needs/objectives
Decision Making	<ul style="list-style-type: none"> • Influence: Has substantial autonomy in the management of staff and other resources of the Social Work Team including managing the performance of others to achieve work objectives. • Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice. • Manages specific tasks or projects.
Communication	<ul style="list-style-type: none"> • Internally, the Social Work Team Leader is required to communicate regularly with Allied Health professionals, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning. • Externally, the Social Work Team Leader will develop and maintain effective relationships with relatives, and external agencies in relation to the clinical specialities of their team.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Sutherland Hospital Nurse Unit Managers and Medical / Surgical Consultants
	Why?	In conjunction with the Social Work Senior Clinicians; monitor and enhance the Social Work service relating to clinical speciality across the facility and consultation on vulnerable patients and complex clinical matters relating to Social Work in the clinical speciality.
	Who?	Social Work Department Head
	Why?	Line management reporting of key deliverables of the clinical specialty across wards and service areas of Sutherland Hospital.
	Who?	SESLHD Social Work Team Leaders
	Why?	Collaboration across the health district to ensure high quality consistent Social Work standards in the teams area of work.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	External agencies relevant to the clinical speciality
	Why?	Enhance integration of care across organisational boundaries to increase safe quality patient care
	Who?	Consumers – patients, relatives and carers
	Why?	Promote good health outcomes including psychosocial assessment and planning of social work interventions and input into discharge planning
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	FTE as per award; between 5 - 10 other full-time equivalent health professionals or other technical or support staff providing clinical input
Indirect Reports	N/A

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	(Free Text)	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Qualifications in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award, with eligibility to the Australian Association of Social Workers (AASW).
2	Extensive post graduate relevant clinical experience, including demonstrated commitment to ongoing clinical and professional learning.
3	Demonstrated ability to provide clinical support, supervision and management to other health professionals, technical and support staff.
4	Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders throughout all organisational levels.
5	Ability to provide high level advice and education to enhance service delivery and to guide and support others in providing service excellence.
6	Ability to work as part of a multi-disciplinary team and to apply advanced reasoning skills and independent professional judgement when dealing with situations of a novel, complex or critical nature.
7	Demonstrated ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff.
8	Demonstrated experience in providing crisis interventions, the ability to participate in the After Hours Crisis On-Call Social Work Service, and ability to work across a seven day service.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Adept
	<input type="checkbox"/>	Act with Integrity	Adept
	<input checked="" type="checkbox"/>	Manage Self	Advanced
	<input type="checkbox"/>	Value Diversity	Adept
Relationships	<input type="checkbox"/>	Communicate Effectively	Advanced
	<input type="checkbox"/>	Commitment to Customer Service	Intermediate
	<input type="checkbox"/>	Work Collaboratively	Adept
	<input checked="" type="checkbox"/>	Influence and Negotiate	Adept
Results	<input type="checkbox"/>	Deliver Results	Adept
	<input type="checkbox"/>	Plan and Prioritise	Adept
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input checked="" type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Occasional
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Frequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Frequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Occasional



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters



Position Description

T22/11240

Facility/Service	The Sutherland Hospital (TSH)
Department	Social Work Department
Manager	TSH Social Work Department Head (position number 648559)
Position Number	101903
Cost Centre	163153

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Social Work Senior Clinician (level 3) – Women and Children’s Health	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Health Service Health Professionals (State) Award	
Position Classification*	Social Worker Level 3	
Job Category Coding (ROB)*	Allied Health Social Worker	
Job Classification Coding (ROB)*	Level 3	
Speciality Coding (ROB)	272511 Social Worker	
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: “Why does this role exist?”	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is ‘exceptional care, healthier lives’. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Plan, coordinate, and implement in-depth levels of clinical expertise and extensive specialised knowledge within Social Work in order to provide high quality Social Work care to patients of the Sutherland Hospital consistent with NSW Health, South Eastern Sydney Local Health District (SESLHD) <i>policies, procedures and standards.</i>

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Assess, plan, organise, deliver, evaluate, and report on the provision of high quality Social Work care in accordance with Australian Association of Social Workers (AASW), NSW Health and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes Demonstrate advanced Social Work reasoning skills that enhance the service’s ability to manage more complex patients/clients within the clinical specialty and exercise independent professional judgement in solving problems and
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		<p>managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification</p> <ul style="list-style-type: none">• Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan intervention strategies to ensure patients needs are identified and provide clinical services to client groups and circumstances of a complex nature requiring advanced practice skills and clearly articulate these to others in the team• Provide in-depth advice and support regarding Women and Children Social Work to health care professionals within the multi-disciplinary team and act in a consultative role within the specialty area, in order to establish co-ordinated and continuity of care to patients/clients• Apply professional knowledge and judgement when performing novel, complex or critical tasks specific to Social Work and plan and prioritise own and team work requirements to effectively meet defined patient/client care objectives within agreed timeframes• Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to SESLHD, to ensure the health and safety of staff, patients and visitors• Plan, deliver and evaluate high quality Women and Children Social Work education to patients, their families, and other health care professional. Teach and supervise students on clinical placement and work experience as required. Provide clinical supervision and support to Level 1 and 2 health professionals, technical and support staff• Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities with other staff and contribute to the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients/clients• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees• Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.• Facilitate evidence based practice in Women and Children Social Work across the Social Work Department including research projects.• Participation in the After Hours Crisis On Call Social Work Service, and cover across a seven day service is essential.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<p>Major challenges for the Social Work Senior Clinician Women and Children include:</p> <ul style="list-style-type: none"> Utilising limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time achieving positive outcomes Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Managing patients/clients with challenging behaviours
Decision Making	<p>The Social Work Senior Clinician Women and Children:</p> <ul style="list-style-type: none"> Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice Manages specific tasks or projects
Communication	<ul style="list-style-type: none"> Internally, the Social Work Senior Clinician Women and Children is required to communicate regularly with Allied Health professionals, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning Externally, the Social Work Senior Clinician Women and Children will develop and maintain effective relationships with relatives and external agencies in relation to the clinical speciality.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Sutherland Hospital Nurse Unit Managers and Medical / Surgical Consultants
	Why?	In conjunction with the Social Work Team Leaders; monitor and enhance the Social Work service relating to clinical speciality across the facility and consultation on vulnerable patients and complex clinical matters relating to Social Work in the clinical speciality.
	Who?	Social Work Team Leader and Social Work Department Head
	Why?	Line management reporting of key deliverables of the clinical speciality across wards and service areas of Sutherland Hospital.
	Who?	SESLHD Social Work Senior Clinicians in clinical speciality
	Why?	Collaboration across the health district to ensure high quality consistent Social Work standards in the clinical speciality.

Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	University Social Work partners
	Why?	In conjunction with the Social Work Educator, delivering Social Work student field education placements. Initiate and maintain partnerships to deliver research initiatives.
	Who?	External agencies relevant to the clinical specialty
	Why?	Enhance integration of care across organisational boundaries to increase safe quality patient care
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Qualifications in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award and eligibility for membership of the AASW
2	Extensive post graduate clinical experience within the Women and Children’s Health specialty area with a demonstrated commitment to ongoing clinical and professional learning
3	Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
4	Ability to provide in-depth advice and education to enhance service delivery and to guide and support others in providing service excellence, with the capacity to provide clinical supervision to other staff
5	Ability to work as part of a multi-disciplinary team and to apply advanced reasoning skills and independent professional judgement when dealing with situations of a novel, complex or critical nature
6	Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
7	Demonstrated ability to plan and prioritise your own and team work requirements effectively within agreed time frames
8	Demonstrated experience in providing crisis interventions, the ability to participate in the After Hours Crisis On-Call Social Work Service, and ability to work across a seven day service

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Adept
	<input type="checkbox"/>	Act with Integrity	Intermediate
	<input checked="" type="checkbox"/>	Manage Self	Advanced
	<input type="checkbox"/>	Value Diversity	Adept
Relationships	<input type="checkbox"/>	Communicate Effectively	Adept
	<input type="checkbox"/>	Commitment to Customer Service	Intermediate
	<input checked="" type="checkbox"/>	Work Collaboratively	Intermediate
	<input type="checkbox"/>	Influence and Negotiate	Intermediate
Results	<input type="checkbox"/>	Deliver Results	Intermediate
	<input checked="" type="checkbox"/>	Plan and Prioritise	Intermediate
	<input type="checkbox"/>	Think and Solve Problems	Intermediate
	<input type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input checked="" type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Infrequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Not Applicable
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Frequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Frequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
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Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters



Position Description

T22/11244

Facility/Service	The Sutherland Hospital (TSH)
Department	Social Work Department
Manager	TSH Social Work Department Head (position number 648559)
Position Number	
Cost Centre	163153

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Allied Health Assistant	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Health Service Allied Health Assistants (State) Award 2018	
Position Classification*	Allied Health Assistant Level 1, 2 or 3 (Dependent on Qualifications)	
Job Category Coding (ROB)*	Allied Health	
Job Classification Coding (ROB)*	Allied Health Assistant	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Provide support to the Social Work team in the delivery of health care services to patients under the direct, indirect or remote supervision of a Social Worker and consistent with South Eastern Sydney Local Health District policies, procedures and standards

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Assist in the delivery of direct client related activities under the supervision of Social Work and in accordance with NSW Health, and SESLHD policies and procedures, to achieve patient/client health outcomes. Direct client related activities include (but are not limited to):
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		<ul style="list-style-type: none">• Providing prepared consumer information to patients and family members regarding local aged care services and ComPacks• Contacting family members to provide Residential Aged Care Facility (RACF) vacancies• Liaising with family members to check on their progress in viewing and securing a RACF for their family member / patient• Signpost family members to Centrelink to access the Financial Information Service and to complete financial assessments• Complete referrals on behalf of Social Workers to aged care and community services to assist with safe patient discharge from hospital e.g. ComPacks, MyAgedCare• Assist in the provision of clinical administration tasks and in accordance with NSW Health, SESLHD policies and procedures to ensure the delivery of efficient and timely allied health services. Activities include (but are not limited to):<ul style="list-style-type: none">• Contact local RACFs to maintain a vacancy list and provide this list to patients, family and carers• Keep hospital recording systems updated for RACF to enable effective communication with Social Workers, Nurse Unit Managers and hospital managers regarding current patients waiting for RACF• Use the recording system to compile a monthly report on activity of patients transferring to RACF• Communicate effectively, with cultural sensitivity and confidentiality with clients to ensure client needs and requirements are identified communicated and met.• Effective reporting of patient related communication to the supervisor and other health care team members, e.g. patient status, progress and handover.• Comply with SESLHD work health and safety policies and procedures including manual handling, infection control, emergency procedures, and the reporting of identified hazards.• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients and employees.• Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients.
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Section 3 – Key Challenges

Challenges	<p>Major challenges for the Allied Health Assistant include:</p> <ul style="list-style-type: none"> • Working around people who may display aggressive, distressed or unpredictable behaviour • Managing time and responding to various demands from different sources • Responding appropriately to client and family/carer expectations and reporting any issues to supervisor • Maintaining professional boundaries
Decision Making	<p>The Allied Health Assistant:</p> <ul style="list-style-type: none"> • Does not make clinical assessment or clinical judgement in this role. • Works under the supervision and direction of Social Work and undertakes only those tasks directly allocated and only those tasks the Allied Health Professional determines they are competent to perform. • Practice in accordance with the position description, scope of practice and supervisory contract.
Communication	<ul style="list-style-type: none"> • Internally the Allied Health Assistant is required to communicate regularly with Supervisor and other health care team members. • Externally the Allied Health Assistant is required to communicate regularly with carers and relatives, external organisations, GPs, and suppliers.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Social Work clinicians
	Why?	Tasks will be allocated to the Allied Health Assistant from the two Team Leaders within the Social Work department, and clinicians across the department will assist with the supervision and management of individual casework assigned.
	Who?	Social Work Head of Department
	Why?	The Head of Department will overview the integration of AHA position within the Social Work Department.
	Who?	Social Work Team Leads
	Why?	The Allied Health Assistant will rotate between each of the two team leaders on a fortnightly basis. The Team Leaders will assign tasks, and provide assistance with the management of workload.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Residential Aged Care Facilities in the local area
	Why?	Regular communication to maintain a vacancy list and report back to Social Workers regarding any changes such as renovations and charges
	Who?	Care Providers including My Aged Care and ComPacks

	Why?	Send and monitor progress of referrals on the instruction of Social Workers
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	N/A
Indirect Reports	N/A

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Certificate IV in Allied Health Assistance, or equivalent work experience and a willingness to work towards certification with the support of SESLHD.
2	Proven interpersonal, written and verbal communication skills
3	Demonstrate a basic understanding of technology relevant to the Social Work Department and comply with information and communications security and acceptable use policies
4	Demonstrated ability to be self-directed and work with minimum supervision, to organise work priorities and manage time effectively
5	Knowledge and understanding of Work Health and Safety legislation and principles.
6	
7	



Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none">Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Intermediate
	<input type="checkbox"/>	Act with Integrity	Foundational
	<input checked="" type="checkbox"/>	Manage Self	Intermediate
	<input type="checkbox"/>	Value Diversity	Intermediate
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Foundational
	<input type="checkbox"/>	Commitment to Customer Service	Foundational
	<input type="checkbox"/>	Work Collaboratively	Foundational
	<input type="checkbox"/>	Influence and Negotiate	Foundational
Results	<input type="checkbox"/>	Deliver Results	Foundational
	<input type="checkbox"/>	Plan and Prioritise	Foundational
	<input type="checkbox"/>	Think and Solve Problems	Foundational
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Intermediate
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input checked="" type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input checked="" type="checkbox"/>	Project Management	Foundational
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Infrequent



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters



Position Description

T22/11250

Facility/Service	The Sutherland Hospital (TSH)
Department	Social Work Department
Manager	TSH Social Work Department Head (position number 648559)
Position Number	101903
Cost Centre	163153

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Social Work Senior Clinician (level 3) - Oncology	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Health Service Health Professionals (State) Award	
Position Classification*	Social Worker Level 3	
Job Category Coding (ROB)*	Allied Health Social Worker	
Job Classification Coding (ROB)*	Level 3	
Speciality Coding (ROB)	272511 Social Worker	
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Plan, coordinate, and implement in-depth levels of clinical expertise and extensive specialised knowledge within Social Work in order to provide high quality Social Work care to patients of the Sutherland Hospital consistent with NSW Health, South Eastern Sydney Local Health District (SESLHD) <i>policies, procedures and standards.</i>

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Assess, plan, organise, deliver, evaluate, and report on the provision of high quality Social Work care in accordance with Australian Association of Social Workers (AASW), NSW Health and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes Demonstrate advanced Social Work reasoning skills that enhance the service's ability to manage more complex patients/clients within the clinical specialty and exercise independent professional judgement in solving problems and
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		<p>managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification</p> <ul style="list-style-type: none">• Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan intervention strategies to ensure patients needs are identified and provide clinical services to client groups and circumstances of a complex nature requiring advanced practice skills and clearly articulate these to others in the team• Provide in-depth advice and support regarding Oncology Social Work to health care professionals within the multi-disciplinary team and act in a consultative role within the specialty area, in order to establish co-ordinated and continuity of care to patients/clients• Apply professional knowledge and judgement when performing novel, complex or critical tasks specific to Social Work and plan and prioritise own and team work requirements to effectively meet defined patient/client care objectives within agreed timeframes• Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to SESLHD, to ensure the health and safety of staff, patients and visitors• Plan, deliver and evaluate high quality Oncology Social Work education to patients, their families, and other health care professional. Teach and supervise students on clinical placement and work experience as required. Provide clinical supervision and support to Level 1 and 2 health professionals, technical and support staff• Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities with other staff and contribute to the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients/clients• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees• Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.• Facilitate evidence based practice in Oncology Social Work across the Social Work Department including research projects.• Participation in the After Hours Crisis On Call Social Work Service and cover across a seven day roster is essential.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<p>Major challenges for the Social Work Senior Clinician Oncology include:</p> <ul style="list-style-type: none"> Utilising limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time achieving positive outcomes Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Managing patients/clients with challenging behaviours
Decision Making	<p>The Social Work Senior Clinician Oncology:</p> <ul style="list-style-type: none"> Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice Manages specific tasks or projects
Communication	<ul style="list-style-type: none"> Internally, the Social Work Senior Clinician Oncology is required to communicate regularly with Allied Health professionals, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning Externally, the Social Work Senior Clinician Oncology will develop and maintain effective relationships with relatives and external agencies in relation to the clinical specialty.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Sutherland Hospital Nurse Unit Managers and Medical / Surgical Consultants
	Why?	In conjunction with the Social Work Team Leaders; monitor and enhance the Social Work service relating to clinical speciality across the facility and consultation on vulnerable patients and complex clinical matters relating to Social Work in the clinical speciality.
	Who?	Social Work Team Leader and Social Work Department Head
	Why?	Line management reporting of key deliverables of the clinical speciality across wards and service areas of Sutherland Hospital.
	Who?	SESLHD Social Work Senior Clinicians in clinical speciality
	Why?	Collaboration across the health district to ensure high quality consistent Social Work standards in the clinical speciality.

Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	University Social Work partners
	Why?	In conjunction with the Social Work Educator, delivering Social Work student field education placements. Initiate and maintain partnerships to deliver research initiatives.
	Who?	External agencies relevant to the clinical specialty
	Why?	Enhance integration of care across organisational boundaries to increase safe quality patient care
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Qualifications in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award and eligibility for membership of the AASW
2	Extensive post graduate clinical experience within Cancer Care Services with a demonstrated commitment to ongoing clinical and professional learning
3	Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
4	Ability to provide in-depth advice and education to enhance service delivery and to guide and support others in providing service excellence, with the capacity to provide clinical supervision to other staff
5	Ability to work as part of a multi-disciplinary team and to apply advanced reasoning skills and independent professional judgement when dealing with situations of a novel, complex or critical nature
6	Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
7	Demonstrated ability to plan and prioritise your own and team work requirements effectively within agreed time frames
8	Demonstrated experience in providing crisis interventions, the ability to participate in the After Hours Crisis On-Call Social Work Service, and ability to work across a seven day service.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Adept
	<input type="checkbox"/>	Act with Integrity	Intermediate
	<input checked="" type="checkbox"/>	Manage Self	Advanced
	<input type="checkbox"/>	Value Diversity	Adept
Relationships	<input type="checkbox"/>	Communicate Effectively	Adept
	<input type="checkbox"/>	Commitment to Customer Service	Intermediate
	<input checked="" type="checkbox"/>	Work Collaboratively	Intermediate
	<input type="checkbox"/>	Influence and Negotiate	Intermediate
Results	<input type="checkbox"/>	Deliver Results	Intermediate
	<input checked="" type="checkbox"/>	Plan and Prioritise	Intermediate
	<input type="checkbox"/>	Think and Solve Problems	Intermediate
	<input type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input checked="" type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Infrequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Not Applicable
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Frequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Frequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
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Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters



Position Description

T22/11262

Facility/Service	The Sutherland Hospital (TSH)
Department	Social Work Department
Manager	TSH Social Work Department Head (position number 648559)
Position Number	101903
Cost Centre	163153

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Social Work Senior Clinician (level 3) – Emergency Department and Disability	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Health Service Health Professionals (State) Award	
Position Classification*	Social Worker Level 3	
Job Category Coding (ROB)*	Allied Health Social Worker	
Job Classification Coding (ROB)*	Level 3	
Speciality Coding (ROB)	272511 Social Worker	
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Plan, coordinate, and implement in-depth levels of clinical expertise and extensive specialised knowledge within Social Work in order to provide high quality Social Work care to patients of the Sutherland Hospital consistent with NSW Health, South Eastern Sydney Local Health District (SESLHD) <i>policies, procedures and standards.</i>

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Assess, plan, organise, deliver, evaluate, and report on the provision of high quality Social Work care in accordance with Australian Association of Social Workers (AASW), NSW Health and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes Demonstrate advanced Social Work reasoning skills that enhance the service's ability to manage more complex patients/clients within the clinical specialty and exercise independent professional judgement in solving problems and
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		<p>managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification</p> <ul style="list-style-type: none">• Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan intervention strategies to ensure patients needs are identified and provide clinical services to client groups and circumstances of a complex nature requiring advanced practice skills and clearly articulate these to others in the team• Provide in-depth advice and support regarding Emergency Department and Disability Social Work to health care professionals within the multi-disciplinary team and act in a consultative role within the specialty area, in order to establish co-ordinated and continuity of care to patients/clients• Apply professional knowledge and judgement when performing novel, complex or critical tasks specific to Social Work and plan and prioritise own and team work requirements to effectively meet defined patient/client care objectives within agreed timeframes• Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to SESLHD, to ensure the health and safety of staff, patients and visitors• Plan, deliver and evaluate high quality Emergency Department and Disability Social Work education to patients, their families, and other health care professional. Teach and supervise students on clinical placement and work experience as required. Provide clinical supervision and support to Level 1 and 2 health professionals, technical and support staff• Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities with other staff and contribute to the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients/clients• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees• Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.• Facilitate evidence based practice in Emergency Department and Disability Social Work across the Social Work Department including research projects.• Participation in the After Hours Crisis On Call Social Work Service, and work across a seven day roster is essential.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<p>Major challenges for the Social Work Senior Clinician Emergency Department and Disability include:</p> <ul style="list-style-type: none"> • Utilising limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time achieving positive outcomes • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources • Managing patients/clients with challenging behaviours
Decision Making	<p>The Social Work Senior Clinician Emergency Department and Disability:</p> <ul style="list-style-type: none"> • Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice • Manages specific tasks or projects
Communication	<ul style="list-style-type: none"> • Internally, the Social Work Senior Clinician Emergency Department and Disability is required to communicate regularly with Allied Health professionals, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning • Externally, the Social Work Senior Clinician Emergency Department and Disability will develop and maintain effective relationships with relatives and external agencies in relation to the clinical specialty.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Sutherland Hospital Nurse Unit Managers and Medical / Surgical Consultants
	Why?	In conjunction with the Social Work Team Leaders; monitor and enhance the Social Work service relating to clinical speciality across the facility and consultation on vulnerable patients and complex clinical matters relating to Social Work in the clinical speciality.
	Who?	Social Work Team Leader and Social Work Department Head
	Why?	Line management reporting of key deliverables of the clinical speciality across wards and service areas of Sutherland Hospital.
	Who?	SESLHD Social Work Senior Clinicians in clinical speciality

	Why?	Collaboration across the health district to ensure high quality consistent Social Work standards in the clinical specialty.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	University Social Work partners
	Why?	In conjunction with the Social Work Educator, delivering Social Work student field education placements. Initiate and maintain partnerships to deliver research initiatives.
	Who?	External agencies relevant to the clinical specialty
	Why?	Enhance integration of care across organisational boundaries to increase safe quality patient care
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
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(Free Text)	
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Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Qualifications in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award and eligibility for membership of the AASW
2	Extensive post graduate clinical experience within the Emergency Department and Disability specialty area with a demonstrated commitment to ongoing clinical and professional learning
3	Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
4	Ability to provide in-depth advice and education to enhance service delivery and to guide and support others in providing service excellence, with the capacity to provide clinical supervision to other staff
5	Ability to work as part of a multi-disciplinary team and to apply advanced reasoning skills and independent professional judgement when dealing with situations of a novel, complex or critical nature
6	Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
7	Demonstrated ability to plan and prioritise your own and team work requirements effectively within agreed time frames
8	Demonstrated experience in providing crisis interventions, the ability to participate in the After Hours Crisis On-Call Social Work Service, and ability to work across a seven day service.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Adept
	<input type="checkbox"/>	Act with Integrity	Intermediate
	<input checked="" type="checkbox"/>	Manage Self	Advanced
	<input type="checkbox"/>	Value Diversity	Adept
Relationships	<input type="checkbox"/>	Communicate Effectively	Adept
	<input type="checkbox"/>	Commitment to Customer Service	Intermediate
	<input checked="" type="checkbox"/>	Work Collaboratively	Intermediate
	<input type="checkbox"/>	Influence and Negotiate	Intermediate
Results	<input type="checkbox"/>	Deliver Results	Intermediate
	<input checked="" type="checkbox"/>	Plan and Prioritise	Intermediate
	<input type="checkbox"/>	Think and Solve Problems	Intermediate
	<input type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input checked="" type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Infrequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Not Applicable
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Frequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Frequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters