

## Position Description

<b>Position Title</b>	RAS Refugee Asylum Seeker Social Worker
<b>Award or EBA:</b>	SACS Award
<b>Classification/Grade:</b>	Social Worker Class 2 Year 3
<b>Directorate:</b>	Allied Health and Community Development
<b>Reports to:</b>	Team Leader - ASRHP
<b>Direct Reports:</b>	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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### Description

This position contributes to the success of DPV Health by operating as a Social Worker within the Refugee and Asylum Seeker Health Team.

This position is responsible for providing Social Work and expertise by Counselling services to Refugee and Asylum Seeker clients referred to DPV Health.

Key deliverables for this role is to provide a high level of culturally informed client assessment, counselling, advocacy, case coordination and referral to appropriate services to ensure that that complex and vulnerable clients are empowered and able to achieve positive settlement outcomes.

### Roles Key Accountabilities

#### Service Delivery

- Ensure cross- culturally informed intake assessment of new referrals, undertake a collaborative, comprehensive assessment to identify complex and current mental health needs.
- Provide therapeutic support, self-determination, advocacy, referral and health education to clients from a Refugee or Asylum Seeker background.
- Identify, consult and report appropriately in relation to issues of risk and safety.
- Develop relationships and collaborate with local service providers and stakeholders to ensure a coordinated service provision through effective communication, and access to interpreters and transportation.
- Demonstrated capacity to use supervision, professional development and other supports to inform, sustain and develop practice.

#### Reporting, System and Analytics

- Ensure the maintenance of comprehensive up-to-date and accurate client records (including assessment, case notes and health care plans) and ensure safe custody and confidentiality at all times.
- Continually participate in processes, including staff appraisals, service review, and service evaluations and monitoring.
- To abide by the Policies and Procedures of DPV Health.
- Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer.
- To actively promote DPV Health and its services within the community.

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- The capacity to learn to effectively use the DPV Health systems electronic systems (for example such as TRAK, eCase, VHIMS, MyBookings, ESS and E3).

### **Financials, Budgets, Target, Funding**

- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations
- Achieve targets/budgets for <Directorate/Program/Team/Function>

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct
- Actively supports nursing students during their placement at DPV Health

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

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### **DPV Health Requirements**

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|-------------------------------------|-------------------------------------|
| • Current Victorian Drivers Licence | • Valid Working With Children Check |
| • Disability Worker Exclusion Check | • Satisfactory Policy Check         |
| • Travel between sites is required  |                                     |

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### **Authority**

The occupant of this position has authority as per the delegation manual.

## Key Selection Criteria

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### Qualifications

- Applicants must hold a tertiary qualification as a Social Worker – Grade 2 Year 3 – minimum of two years' experience
- Current tertiary qualification as a Social Worker and can fulfil the requirements of the AASW including maintaining their code of ethics

### Experience & Skills

### Service Delivery

- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes for refugees and people seeking asylum as agreed with client.
- Able to confidently provide secondary consultation to other health professionals / stakeholders as requested regarding client referral pathways
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio economic circumstances.
- Builds client relationships and builds a culture where best for the client guides decision making.
- Ability to write clear, concise and informative reports
- Knowledge of Client Directed Care principles and frameworks (focus on strength based approach)
- Ability to work independently and respond to a changing work environment
- Uses initiative in identifying continuous quality improvement opportunities via ongoing Professional Development
- Capacity to make decisions, find solutions and escalate when required
- Ability to work independently and meet agreed timelines
- Experience facilitating and supporting students

### Employee Acknowledgement

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_