

Position Description

Position Title	Social Worker
Position Number	30103381
Division	Clinical Operations
Department	Psychiatry Older Persons
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	Social Worker G3 Y1 –Y4
Classification Code	YC46 – YC49
Reports to	Nurse Unit Manager Older Persons Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

This position works as part of the Allied Health team, and provides Social Work services to Psychiatric Inpatient Services through mental health assessment, treatment and support to patients.

All units are staffed by a multi-disciplinary team made up of Psychiatrists, Medical Officers, Nursing staff, Occupational Therapists, Carer & Consumer roles and Social Workers, incorporating aspects of the Safewards model utilising the associated interventions.

Responsibilities and Accountabilities

Key Responsibilities

- Provide social work services to inpatients and members of their family/support network
- Work as a member of an inter-disciplinary team involved with assessment, treatment planning, implementation, and recovery focused discharge planning
- Deliver social work services aimed towards assisting patients to function in the least restrictive environment
- Maintain current knowledge of community services/resources that can assist patients and families
- Carry out comprehensive psychosocial assessments of patients and the family on initial referral
- Examine any “at risk” factors and make appropriate social work intervention
- Liaise with, and refer to, other departments of the Bendigo Health
- Liaise with, and facilitate referrals to, other Community Services
- Participate in group programs to provide opportunity for education and support for patients and their carers
- Provide advocacy with external service on behalf of the patient as appropriate.
- Oversee the development and implementation of reports and applications for a range of medical/legal processes included, but not limited to; VCAT, accommodation, referrals to other services, Office of the Public Advocate, State Trustees, National Disability Scheme and Supported Residential Services

- Active participation in team meetings, organisational meetings, quality activities, staff development, and training and supervision programs as required.
- Maintain accurate documentation and reports as needed by Bendigo Health
- Act as role model and leader within the discipline of Social Work to peers and junior staff
- Supervision of tertiary student placements as required.

Key Selection Criteria

Essential

Qualifications / Certificates

1. Degree in Social Work recognised by the AASW and eligibility for AASW national accreditation status and ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document

Specialist Expertise

2. Demonstrated clinical experience and skills in recovery-oriented service provision
3. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required
4. Knowledge and an understanding of the Mental Health and Wellbeing Act 2022, and other relevant legislation and their application to clinical practice
5. Proven ability to liaise and consult with relevant family members, team members and a broad range of health professionals and community agencies
6. Evidence of a commitment to ongoing professional development, further post grad qualifications in related field and compliance with all Bendigo Health mandatory training requirements
7. Well-developed verbal, written, interpersonal, communication and computer literacy skills and knowledge

Personal Qualities, Knowledge and Skills

8. Well-developed verbal, written, interpersonal, communication and computer literacy skills and knowledge

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.

- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.