



FAMILY PLANNING NSW

POSITION DESCRIPTION

Position: Social Worker
Responsible to: Director Clinical Services

POSITION SUMMARY

A pilot project to provide allied health services at FPNSW. To expand service provision to Healthline callers and FPNSW clients, be involved in submissions to NSW Health in regard to provision of pregnancy options service, train and implement domestic violence routine screening by clinical staff and support attendees of specific Health Promotion programmes.

ESSENTIAL CRITERIA

- Eligible for AASW (Australian Association of Social Work) <http://www.aasw.asn.au/membershipinfo/membership-eligibility>
- Tertiary qualifications – Bachelor Social work (4 year degree) minimum
- 3 or more years experience working in the field of women's health, reproductive & sexual health, or community health
- Experience in working in a multi-disciplinary environment
- Skills in counselling & advocacy (individual and systemic)
- Experience in supporting regional/externally located staff and clients
- Ability to establish systems
- Good communication
- Good report writing and documentation skills
- Evidence of on-going professional development

DESIRABLE CRITERIA

- Experience working with a diverse client base
- Experience in writing grant applications
- Experience in the development of policies

RESPONSIBILITIES

- Development and implementation of social work service model for FPNSW
- Direct client service delivery – both face to face and by telephone
- Provide ongoing professional development, training and support for identified FPNSW staff in regard to pregnancy counselling
- Maintain accurate client records in the electronic records of FPNSW
- Write relevant policies and procedures related to the provision of social work services
- Provision of support when necessary to attendees of the Sex & Ethics programmes and the DADHC sexual assault training delivered by FPNSW

- Implementation and coordination of routine screening for domestic violence by FPNSW clinical staff.
- Attendance at clinical meetings, Centre Manager’s meeting and Management Forum, as appropriate and when required
- Regular meetings with line manager
- Provide monthly activity reports
- Other duties as required.

As occupant of this position by signing below I acknowledge that I:

- 1) Have noted this Statement of Duties and agree with the contents therein. I understand that other duties may be directed from time to time and that I may be required to work in any Centre under the jurisdiction of the Board of Directors of Family Planning NSW
- 2) Have received and read a copy of the Family Planning NSW Code of Conduct and Ethics
- 3) Will comply with relevant OH&S requirements
- 4) Will comply with relevant EEO requirements
- 5) Agree to strictly observe the Family Planning NSW policy on confidentiality of patient information or such other sensitive or confidential information that I may come across in the course of my employment.

Name: (please print).....

Signature:

Date:

Supervisor: