

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH535619	<b>Classification</b>	HP6
<b>Role title</b>	Social Work Director	<b>Contact name</b>	Jess Gough
<b>Status (temp/perm)</b>	Permanent Full Time	<b>Contact number</b>	0448 350 146 <a href="mailto:Jessica.gough@alimniglobal.com">Jessica.gough@alimniglobal.com</a>
<b>Unit/Branch</b>	Social Work Department	<b>Closing date</b>	Friday, 26 January 2024
<b>Directorate/ Hospital and Health Service</b>	Allied Health Services Cairns and Hinterland Hospital and Health Service	<b>Salary</b>	\$156 836 - \$162 346 per annum <i>(plus superannuation and leave loading benefits)</i>
<b>Location</b>	Cairns		

### Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

### Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

### Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: [Cairns and Hinterland Hospital and Health Service Strategic Plan 2023-2027](#)

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



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## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## Social Work Department

The Social Work Department at Cairns Hospital provides services to inpatients and outpatients in the clinical areas of medical assessment unit, medical, renal, surgical, women's health, paediatrics, special care nursery, intensive care, coronary care, emergency, oncology, palliative care, aged care, orthopaedics, rehabilitation and stroke.

Social Work services are available across the CHHHS at the following sites/facilities: Cairns Hospital, Gordonvale Hospital, Mareeba Hospital, Atherton Hospital, Herberton Hospital, Innisfail Hospital, Babinda Hospital, Tully Hospital and Mossman Hospital; Child and Adult Community Health Services, and Mental Health and ATOD Services.

This position is based at Cairns Hospital. It is operationally responsible for over 26.8 FTE staff within the Social Work Department and is professionally responsible for the social workers across the CHHHS.

## Your opportunity

To provide professional leadership, strategic direction, and advocacy, as well as professional and clinical governance of Social Work services including the effective operational management for the Social Work Department across multiple specialities and multiple facilities across the Cairns and Hinterland Hospital and Health Service.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Apply strategic management and clinical knowledge and skills to contribute to the strategic direction of the CHHHS, in relation to Social Work service delivery and patient safety, and to provide authoritative counsel to stakeholders.
- Provide effective operational management for the Social Work service at Cairns Hospital and as otherwise requested.

### **Strategic and leadership accountabilities:**

- Accountable for the establishment and monitoring of clinical and professional leadership and governance arrangements of Social Work services within the CHHHS.
- Responsible for the strategic planning and direction for the Social Work workforce, as well as workforce capacity building across multiple specialities and multiple facilities within the CHHHS.
- Responsible for clinical and corporate governance of Social Work services across multiple specialities and multiple facilities within the CHHHS.
- Assist the national and state-wide development of Social Work services to ensure the ongoing high quality standards of care and performance through the development, implementation, maintenance, and reporting of professional standards, education, research systems, competencies and key performance indicators.
- Responsible for leading in the development, implementation and sustainability of Social Work professional standards, quality improvement and risk management related to Social Work services across CHHHS.

- Responsible for the strategic planning of education, training, professional support and research within Social Work services across multiple specialities and multiple facilities within the CHHHS.
- Responsible for the development and maintenance of high level relationships with the relevant universities involved in education of Social Workers and the provision of appropriate student management within the CHHHS.
- Responsible for leading the development and expansion of research capacity within the CHHHS, in conjunction with the relevant education institutions and other research partners.
- Responsible for providing strategic counsel to the CHHHS Executive regarding workforce and service planning, models of care and service delivery, quality improvement, patient safety and risk management.
- Work collaboratively with Executive Director of Allied Health to implement health reforms relevant to the profession, as well as the national health reform agenda.
- Undertake duties as directed by the Executive Director of Allied Health (EDAH) and the Director of Allied Health (HHS Wide).
- Utilise higher level interpersonal and negotiation skills to advocate for human and financial resources to promote strategic initiatives, and provide authoritative counsel to the management teams and clinical directors throughout the CHHHS; and
- Provide professional advice and support to allied health leadership teams in relation to Social Work staff within the Torres and Cape Hospital and Health Service.
- The position reports professionally to the Executive Director of Allied Health (EDAH) for leadership, strategic direction, workforce development, clinical and professional governance for Social Work services across the CHHHS and operationally to the Director of Allied Health (HHS Wide) for Social Work and Liaison services within Cairns Hospital.

#### **Operational accountabilities:**

- Accountable for the operational management of staff within Social Work Department at Cairns Hospital, and as otherwise directed by EDAH and/or DAH HHS Wide, including the facilitation of staff development, performance appraisal and other general people management issues.
- Accountable for the administration, direction and control of asset management, financial management and human resource management of the Cairns Hospital Social Work Department's cost centres.

#### **Clinical Practice:**

- Apply a high level of clinical knowledge and skills to the management of the Social Work clinical services, ensuring alignment with the CHHHS organisational goals.
- Apply detailed knowledge of relevant legislation, policies, procedures, workplace instructions, Health Service Directives, and their application within the field of Social Work.

## **Mandatory qualifications/Professional registration/Other requirements**

- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- It is a mandatory requirement for all Social Work positions that the candidate is eligible for membership of the Australian Association of Social Workers (AASW). Eligibility is dependant on the candidate having completed a University level Social Work degree accredited by the AASW and the candidate does not have any other outstanding professional competency or ethical issues or complaints known to the AASW which may preclude membership to the association.

- Overseas qualified Social Work candidates require a "certification of eligibility" letter from the AASW to confirm their eligibility for membership to the AASW. Overseas qualified applicants should include such evidence of seeking eligibility with their application to be considered for short listing in the selection process.
- While not mandatory, relevant post graduate qualification in management, or previous advanced management experience would be highly desirable.
- Potential applicants are advised that the *Commission for Children and Young People and Child Guardian Act 2000* requires Queensland Health to seek a 'working with children check'; from the Commission for Children and Young People and Child Guardian prior to appointment to this position. The appointee may be required to work a 7-day roster with flexible rostering patterns.
- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- This position may require the incumbent to travel or work from other facilities across the Cairns and Hinterland Hospital and Health Service as required.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however, you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrated ability to provide expert leadership in both professional and clinical governance of social work services across multiple specialities and multiple facilities.
- Demonstrated ability to provide high level strategic advice in relation to workforce planning, service planning, models of care, service delivery, quality improvement and patient safety at both state-wide and Hospital and Health Service levels.
- Demonstrated ability to apply advanced expertise in the operational management of social work services in line with financial and human resource delegations, and contemporary accountability and human

resource management practices, including employment equity, antidiscrimination, occupational health and safety, and performance appraisal and development.

- Demonstrated skills in change management, consultation, collaboration and negotiation, written and interpersonal communication, and the use of technology.
- Demonstrated ability to deal with complex issues in a sensitive and impartial manner, while facilitating positive multidisciplinary team functioning and supporting participative decision making.
- Demonstrated advanced level of clinical knowledge, expertise and skill in the practice of social work, well rounded knowledge of the social work profession, and the ability to provide authoritative counsel in contemporary practices, education and research to stakeholders both within and outside the discipline and across Queensland Health.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the Smartjobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications.
- By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to SmartJobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

# Organisational Chart

