

Social Worker

STATEMENT OF DUTIES

FEBRUARY 2021

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Student Support
Supervisor	Senior Social Worker
Award/Agreement	Allied Health Professionals Public Sector Union Wages Agreement
Classification	Level 1-2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Interstate and intrastate travel may be required. Social Workers are part of a state-wide public education system and may, in accordance with the provisions of the State Service Act 2000, be transferred to any other location on a temporary or permanent basis. If permanently transferred to meet departmental requirements, reasonable expenses will be met.
Location	As Specified

Primary Purpose

Work in schools as a member of a multi-disciplinary team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Level of Responsibility/Direction and Supervision

Responsible for the professional management of the assigned caseload. The officer is responsible to the Supervisor and Student Support Leader for the effective delivery of social work services within the Learning Service and assists in the delivery of, as required,

professional activities for social workers. The officer is a mandatory reporter under the Child Protection Act and an authorised person under the Education Act. An officer at Level 2 performs a variety of tasks of a novel, complex or critical nature, and exercises independent professional judgment to resolve complex problems or issues.

The Student Support Leader provides broad direction for Learning Service operational issues and the Department of Education Strategic Plan. Assigned school Principals provide general direction to the occupant. The occupant is expected to act independently on a day-to-day basis and work with minimum direction. The occupant receives direction from the senior social worker on portfolio leadership.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide professional and direct advice and services such as counselling, mediation, advocacy, advisory and information for schools, students and families/caregivers to improve students' well-being, access and participation outcomes.
2. Undertake duties as required pursuant to being an authorised officer under the Education Act 2016, and mandatory requirements under other Acts relevant to the Department.
3. Participate as a member of a multi-disciplinary team and contribute to the implementation of the Department of Education Strategic Plan
4. Provide support in response to crucial incidents and emergencies
5. In accordance with departmental guidelines, provide mentoring and support to colleagues.
6. Collect, collate and maintain student information and records to meet legislative and DOE requirements to inform research and policy development.

7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Ability to interact and work effectively in the three different modes of social work practice, individual, group and community, in an educational environment.
2. Ability to utilise appropriate resources to assist students and families.
3. Ability to relate to students, parents, schools and sound oral and written communication and interpersonal skills.
4. Proven organisational and problem-solving skills, and the ability to work as a member of a multi-disciplinary team.
5. Proven ability to work in an inclusive educational environment.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Tertiary qualification/program of study accredited by the Australian Association of Social Workers (AASW) and is a full member of AASW or is eligible for membership with the AASW.

Desirable

- A current driver's licence.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is

known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services – February 2008

Request: 091-2001/02, 308-2003/04, 079-2005/06 & 041-2006/07

Date Duties and Selection Criteria Last Reviewed: 02/21 CD/DL
