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| **Position Title & Level/Grade:** | SINC Social Worker | **Department:** | CHOICES & Aged Care Services |
| **Reports to:** | Aged Care Program Manager | **Supervises:** | Nil |
| **Internal Liaisons:** | CAC Office Based Team | **External Liaisons:** | CAC Clients and Families  My Aged Care  Other Service Providers |

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| **Position Objective** | The CHOICES and Aged Care Portfolio provides support to people with an intellectual, physical or psychosocial disability, or individuals who are aged. All services are person centered and aim to enhance the independence and choice of each individual.  The Seniors in Networked Communities (SINC) Program is a Commonwealth Home Support Programme funded service which operates throughout the ACT and Southern Highlands. SINC provides entry level support to individuals who are aged over 65 years (over 50 for Aboriginal and Torres Strait Islander People) within the community.  The SINC Social Worker will work with older people who have been referred through My Aged Care to the SINC Program for Allied Health Services. The SINC Social Worker will be required to work within a person centred, wellness and reablement or restorative framework as outlined in the CHSP Manual to assist individuals to regain or maintain their independence and allow them to remain living in the community. The position is required to work with the individual to establish a baseline, identify goals and measure an outcome prior to discharge from the service. Social Work services may be delivered in the home of individuals, from CatholicCare office’s or hubs and in the community and may be delivered on an individuals or group basis.  This SINC Social Worker must have a strong belief that all people can achieve outcomes, have value and contribute to their community. All decisions and actions of the employee will be consistent with the agency mission and values and must be completed with a person centred and customer focus. This position will be required to work in line with the Aged Care Quality Standards and all applicable relevant policies and procedures. |
| **Key Responsibilities** | **Service Delivery**   * Manage reportable hours including individual and group work * Manage referrals for Allied Health & Therapeutic Services, including waitlist, through the My Aged Care Portal on a daily basis * Sign up new clients; complete relevant on-boarding documents and ensure they understand the program / supports provided * Conduct detailed assessments to establish a baseline from which progress can be evaluated. * Develop an Individual Plan with each client, including the identification of goals and strategies to achieve goals. * Use measureable, objective, quantitative and qualitative indicators and record results against set goals. * Track, collate, record and provide data in the client management system to ensure the Activity Work Plan outputs and program KPI’s are met * Actively communicate and work with clients to provide a quality service * Ensure effective management of multiple / complex supports from a range of providers which intersect with mainstream or other supports, including liaising with staff from other agencies, making appropriate referrals and resolving service delivery issues * Provide coordination that empowers individuals and improves interactions between them and their support network, including family and associates * Address barriers to independence and participation, resolve points of crisis and develop individual capacity and resilience * Provide information to participants, families, guardians in a format they understand and actively refer to other services as required * Providing individualised support and interventions including, counselling and advocacy * Actively refer clients back to My Aged Care should their need increase or change. * Maintain a comprehensive knowledge of relevant services * long distant travel and possible overnight stays for work an training purposes.   **Group Work**   * Develop a program of groups for older people with a focus on regaining or maintaining physical, functional or cognitive abilities to either maintain or recover a level of independence * Promote the groups throughout the region and to Regional Assessment Services * Facilitate groups as agreed with the Program Manager, delivering a minimum of 1 group per week.   **Records Management**   * Complete and review SINC Service Agreement in line with agency requirements * Complete and review consent forms with individuals in line with agency requirements * Ensure all participant information, shifts and case notes are up to date and accurately recorded * Ensure files are archived in line with Archiving Policy and Procedure. * Contribute to the development and review of Policies and Procedures. * Maintain competencies in all current IT applications, e.g. Microsoft applications, phones, printers, CMS and other software   **Quality Assurance**   * Understand and adhere to agency policy and legislation, including WHS * Contribute positively to the workplace environment * Positively contribute at meetings and planning days, * Attend regular professional supervision and contribute to appraisals and reviews * Attend training and undertake relevant professional development * Actively participate in continuous quality improvement activities and accreditation requirements, including the development and review of policies and procedures * Provide accurate data collection and assist with preparation of statistics and information for reporting   **External Relationships**   * Develop a professional network of relevant services in the Human Services Sector, with a particular focus on Regional Assessment Services in the region. * Engage in professional communications and provide information to all stakeholders, including people with disabilities in a format they understand * Attend external network meetings, forums, committees, conferences and consultations as directed * Arrange service visits as required and report to team meetings * Participate in activities such as expos and community events to promote the services we provide * Provide written feedback of any visits or attendance at events. |

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| **Key Selection Criteria** | | | |
| * Tertiary qualification in a social work – eligible for membership to the AASW. * Experience supporting individuals who are aging, or in a relevant sector. * Experience coordinating supports or utilising flexibility and initiative to respond to changing and / or complex needs to achieve individual goals * Understanding and application of person centeredness and individual choice and control * Demonstrated communication and time management skills * Understanding of Equal Employment Opportunity (EEO), Work, Health & Safety and Confidentiality * Be in possession of a Working With Vulnerable People’s (WWVP) card (for ACT Staff) and be willing to undergo a National Criminal History Check * Current driver’s license and a reliable vehicle with comprehensive insurance. | | | |
| **Experience & Knowledge** | * Working knowledge of the community sector and services * Understanding of and ability to work within outcome based frameworks * Understanding of the key elements of collaborative practice and service coordination / connection * Understanding of person centred principles | **Attributes** | * Ability to prioritise, manage time and attention to detail, * Well-developed oral and written communication skills, * Well established professional boundaries, * Be able to communicate effectively and establish rapport with people. * Ability to work independently, self motivated and driven. |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |