



Ord Valley Aboriginal Health Service | Aboriginal Corporation | ICN 275
 1125 Ironwood Drive, Kununurra WA 6743 | PO Box 216, Kununurra WA 6743
 Phone: 08 9166 2200 | Fax: 08 9166 2250 | Free Call: 1800 839 697

JOB DESCRIPTION FORM

1. GENERAL DETAILS	
Position Title	SEWB Case Worker
Position Number	
Area/Unit	Social & Emotional Wellbeing
Reports to	SEWB & Disability Services Manager
Award	ACCHS - Modern Award
Employment type	Full time

2. POSITION OVERVIEW:
<p>The Social and Emotional Wellbeing (SEWB) Case Worker provides integrated SEWB services to individuals, families and community through early identification and interventions designed to strengthen social and emotional wellbeing.</p> <p>The SEWB Case Worker ensures the focus of care is on the needs of Aboriginal and/or Torres Strait Islander clients within the context of their cultural identity and social circumstances; and works as part of the wider OVAHS team in providing a quality and client focused environment.</p>

3. PREREQUISITES AND KEY SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> 1. Experience working in Health, Education, AOD, Mental Health, SEWB, Counseling or Social Services. 2. Practice in accordance with relevant legislation, policies, procedures, guidelines, standards, codes of ethics/conduct and statutory requirements. 3. Knowledge and understanding of the issues pertaining to the social and emotional wellbeing of Aboriginal and/or Torres Strait Islander people in rural and remote areas. 4. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations 5. Ability to support clients, with SEWB issues, to make positive changes to their lives. 6. Ability to support people about sensitive and personal issues in a non-judgmental way. 7. Willingness and ability to work with client on outreach visits as well as at OVAHS offices. 8. Good literacy and computing skills relevant to recording in clients notes, keeping data and contributing to reports. 9. Possess good interpersonal and communication skills. 10. Excellent time management skills and the ability to manage a

	<p>caseload.</p> <ol style="list-style-type: none"> 11. An understanding and acceptance of the role of supervision and professional development in the workplace 12. Ability to work independently and within a multidisciplinary team in the context of holistic health services. 13. Experience in participating in presenting training and educational activities. 14. Are able to work, for short periods, under extreme weather conditions when on outreach and community visits.
Desirable	<ol style="list-style-type: none"> 1. Qualifications in and/or working towards achieving Certificate 4 in area relevant to AOD, SEWB Mental Health or Social Work. 2. Identifies as a person of Aboriginal or Torres Strait Islander descent.

4. LEGAL COMPLIANCE

- Able to produce a current National Police Clearance (within the last 30 days)
- Able to produce a Working with Children's Check
- Able to produce a current driver's license

5. POSITION DUTY STATEMENT

1. Work closely with and is supervised by the SEWB coordinator in implementing and delivery of the AOD and SEWB programs.
2. Adhere to the SEWB and AOD polices as documented in the doc_319_Service Provision SEWB/MH/AOD polices and procedures.
3. Work closely with other OVAHS Social Support Unit workers, OVAHS clinical workers liaises with other government and non-government agencies to support Aboriginal and/or Torres Strait Islander clients with their SEWB.
4. Undertake a caseload involving assessment, following referral pathways and case management of clients.
5. Follow the procedures of the SSU that direct practice including work plans and KPI's.
6. Work appropriately within culturally accepted practices and at all times; provide culturally accepted practice to Aboriginal and Torres Strait Islander families and communities.
7. Participate in the delivery of health promotion and educational sessions for individuals and groups.
8. Keep up to date records of all client contact and education sessions.
9. Report, as directed, to line manager on service delivery data and KPI's.
10. Provide leadership and support to new and junior workers.

6. ALL STAFF DUTY STATEMENT

General:

1. Follow the policies and procedures stored on the OVAHS Quality Management System and practices in accordance with guidelines standards, code of ethics/conduct and statutory and legislative requirements.

2. Commit to the philosophy and practice of Aboriginal Community Controlled Health Organisation.
3. Assist fellow staff members with information about community, culture and language that is relevant to client care, and for appropriate behaviors and respect of culture.
4. Actively participate in quality audits, quality improvement and accreditation activities including exercising initiative in making improvements to work processes.
5. Is competent in the use of the OVAHS Quality Coordinator (2020) and attends to TASKS as a priority.
6. Work within your level of competency and seek advice and guidance from senior staff as required.
7. Be prepared to share your clinical and organisational knowledge and expertise with other staff members.
8. Participate in professional appraisals activities and supervision as required.
9. Undertake specific after-hours work, including attendance at training as required.
10. Undertake multi-functional duties, relevant to position; as directed by Senior Management.
11. Report directly to your line manager in regards to all work issues including any matters which may have possible legal implications.
12. Liaise with other government and non-government agencies to achieve equitable outcomes for clients.
13. Work as a member of the OVAHS team with staff from all areas: Medical Reception, Administration, Social Support Unit, Clinic, Maternal and Child Health and Senior Management.
14. Use problem-solving strategies to ensure an effective and efficient service.
15. Work within the parameters of OVAHS OHS policies and procedures such as: Infection Control, Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards).
16. Actively participate in training, up skilling and educational activities, as directed, including but not limited to in-services, clinical competencies and induction.
17. Individuals are responsible for identifying and initiating their own professional development.
18. Actively participate, as directed, in internal and external meetings.

Administrative:

1. Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
2. Produce report for OVAHS and funding bodies as required.
3. Ensure maintenance of equipment, including IT equipment, vehicles and phones.
4. Advise line manager regarding equipment/resources requirements.
5. Perform office duties including, but not limited to, photocopying, faxing, laminating and processing paperwork.
6. Produce minutes for meetings as requested.

NOTE: *This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.*



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7. Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:

Position:

Signed: _____ **Date** ____/____/____

Name: Sharon Benning

Position: Chief Executive Officer

Signed: _____ **Date** ____/____/____

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE