

## Position Description



|                         |  |
|-------------------------|--|
| <b>Position Title</b>   | Social Worker  |
| <b>Location</b>         | Karuna Hospice Services, 27 Cartwright Street, Windsor QLD.  |
| <b>Department</b>       | Community Services Team  |
| <b>Hours</b>            | Part Time – up to 0.8 FTE  |
| <b>Position Purpose</b> | To provide comprehensive social work services to improve the quality of life for patients, families and caregivers receiving palliative care within the community setting. |
| <b>Reports To</b>       | Family Support Team Leader (FSTL)  |
| <b>Direct Reports</b>   | Nil  |

|                           |  |
|---------------------------|--|
| <b>Our Organisation</b>   | The Karuna Hospice Service Ltd is a community organisation guided by Buddhist principles, delivering specialised and responsive palliative care.   |
| <b>Our Values</b>         | <ul style="list-style-type: none"> <li>• <b>Humanity:</b> We treat individuals with kindness and compassion.</li> <li>• <b>Relationships:</b> We are supportive, inclusive and respectful of each other.</li> <li>• <b>Quality:</b> We are committed to high standards of safety, wellbeing and contemporary practice.</li> <li>• <b>Transparency:</b> We have open and honest conversations.</li> </ul> |
| <b>Our Strategic Plan</b> | <ul style="list-style-type: none"> <li>• <a href="#">KHS Strategic Plan 2024</a></li> </ul>  |

### Key Accountabilities and Outcomes

- Complete comprehensive psychosocial assessments that enable the development of a care plan to address any identified social, emotional, spiritual and practical issues that are impacting the person's quality of life.
- Assist patients, carers and families with:
  - finding and accessing community services that increase their ability to remain living at home.
  - accessing and navigating My Aged Care, Queensland Community Support Scheme and National Disability Insurance Scheme systems.
  - financial, legal and insurance matters.
- Provide emotional support for patients at the end of life and their families that assists in addressing any identified challenges with a terminal diagnosis.
- Provide grief and bereavement support for carers and family members that supports them normalise grief and coping responses.
- Assist patients and their family in the identification and completion of potential end-of-life planning documents if not completed including:
  - Advance Care Directive
  - Advance Care Plan
  - Statement of Choices
  - Enduring Power of Attorney

- Contribute to the development of clinical processes and procedures.
- Develop psychosocial groups and programs to meet the needs of Karuna patients and families.
- Demonstrate proactive and effective communication with other Karuna health professionals to ensure delivery of multidisciplinary patient care.
- Develop positive and productive collaborative working relationships with external health professionals to ensure delivery of high-quality care.
- Ensure patients and other staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic, and linguistic backgrounds.
- Maintain accurate and confidential electronic records, reports, and other documentation in accordance with medico – legal and health service requirements.
- Fulfill other duties and activities as approved by the FSTL, Community Services Manager or CEO

### Professional Development

- Assistance in developing and maintaining a supportive learning and reflective culture within the clinical team in collaboration with the Community Services Manager.
- Comply with relevant professional development requirements to keep any relevant qualifications current.
- Attend & contribute to organisational training sessions.
- Proactively prepare for and engage in Karuna annual review processes.
- Proactively and genuinely seek feedback on work performance.
- Record professional development received.

### Mandatory Requirements

- Proof of qualification and membership or eligibility for the Australian Association of Social Workers (AASW).
- Possession of current Class C Qld Drivers Licence
- In accordance with Karuna Policy ID 2, it is a condition of employment for this role for the employee to be, and remain vaccinated against:
  - Measles, mumps, rubella (MMR), varicella (chicken pox), pertussis (whooping cough) and hepatitis B

### Selection Criteria

- Minimum of five years post-graduate clinical experience
- Previous experience working in palliative care preferred
- Demonstrated high level of knowledge, expertise and skill in the delivery of community based social work services to patients and their families / carers.
- Demonstrated counselling experience and skills relevant to coping with illness, disability, and grief and bereavement support.
- Demonstrated high level of interpersonal and communication skills with an ability to negotiate, manage conflict and consult effectively with key stakeholders to achieve quality outcomes for the patient group as well as an ability to provide high-level clinical advice to staff regarding social work service delivery.

- Demonstrated experience in participation of the delivery of community programs that enhance patient's and family's quality of life.
- Strong organisational and time management skills with high attention to detail.
- Strong computer and database skills

Signature: .....  
**(Employee)**

Date: .....

Signature: .....  
**(Manager)**

Date: .....