Courts Administration Authority

JOB AND PERSON PROFILE

Position title: Social Worker
Classification level: PO-2
Type of appointment: Temporary
Last updated: June 2009
Division: Coroner’s Court

Position Context

The position is located in the Coroner’s Court.

The Social Worker reports to the Manager, State Coroner’s Court.

The Social Worker maintains working relationships with:

- State Coroner
- Deputy State Coroner
- Counsel Assisting the Coroner
- Coronial Investigation Section and other members of SA Police
- Forensic Science SA, IMVS, Public Trustee etc
- other administrative personnel in relation to coronial functions, for example funeral directors

Position Summary

The high level objectives to be met by the Social Worker are:

- To support the State Coroner with legislative responsibilities concerning reportable deaths and assist grieving and traumatised people to understand the legislative requirements of the Coroner’s Act 2003.
- Contribute to the resolution of emotional, social and physical effects of bereavement by offering clients support, counselling, information and referrals to appropriate agencies for ongoing support.
- Develop policies and procedures related to coronial activities such as organ retention, support for families experiencing disaster, and resolution of family disputes and next of kin issues.

Key Responsibilities

The Social Worker will achieve the following objectives and key outcomes:
Ensure the development and maintenance of an effective social work service to the bereaved and their families at the Coroner’s Court by:

- Developing and identifying operational objectives and policies for the State Coroner.
- Developing procedures relating to sudden, unexpected and traumatic death in South Australia.
- Establishing and maintaining administrative systems including statistical and record keeping formats and keeping records and statistics pertaining to performance activities.
- Facilitating viewings of deceased at the Forensic Science SA Mortuary as required.
- Providing information, verbally and in writing, to a broad spectrum of persons from various backgrounds with regards to operational issues, for example post mortem examinations, organ retention and the status of coronial investigations.
- Developing and undertaking research projects as required.

Provide crisis intervention support and counselling (particularly by telephone) including:

- Assessment and counselling of individuals.
- Assessment of family dynamics when a death occurs.
- Short term crisis work with individuals and families.
- Referral of individuals and families to appropriate agencies for ongoing support.

Provide information to clients prior to, during and following coronial inquests, including:

- Outlining the procedures to be followed when petitioning an inquest.
- Explaining inquest procedures to demystify court proceedings.
- Facilitating access to the coronial brief.
- Liaising between relatives and the Coroner's Court.
- Providing support and assistance on the day of an inquest.

Liaise and consult with a range of government and non-government agencies involved with services to the bereaved.

Manage clients with long term support needs by establishing appropriate referrals for ongoing intervention.

Participate in ongoing educational activities designed to inform the public on the role of the State Coroner and the Coronial process.

Liaise with the Coroner on matters of practice, principles and policies relating to the management of clients.

Complying with the requirements of the *Occupational Health, Safety & Welfare Act 1986*, and the *Occupational Health, Safety & Welfare Regulations, 1986* in particular the requirements of Section 21 of the Act – “Duties of Employees”.
PERSON PROFILE SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

The following skills/abilities/knowledge/experience/qualifications are essential to successfully perform the requirements of this position.

Qualifications

The Social Worker must have an appropriate degree in Social Work and a minimum of five years work experience to perform the duties of this position.

Professional and Technical Capabilities

To undertake the professional and technical components of this position the incumbent is required to meet the following minimum criteria:

- Experience in crisis intervention work and/or post-traumatic counselling with clients from various backgrounds.

Personal Capabilities

To successfully perform in this role the Social Worker must have the following personal skills/abilities/aptitudes:

- Highly developed communication skills at a professional level, verbally and in writing, particularly in crisis intervention and post-traumatic counselling.
- Demonstrated ability to liaise with the community, including self-help and community support services.
- Ability to identify, develop, maintain, monitor and evaluate programs aimed at meeting the needs of grieving clients and improving community access to the coronial system.
- Demonstrated exceptional experience in resolving conflict.
- Understanding of the principles of community access to the Courts and how these may be applied to the coronial system.
- Ability to interpret and apply legislation.

DESIRABLE CAPABILITIES

While not essential, it will be considered favourable if the Social Worker has some or all of the following skills/abilities/knowledge/experience/qualifications:

- Experience in counselling within a multi-disciplinary or inter-organisational context.
- Knowledge of legislation relevant to the Coroner’s Office.

Working Environment

As an employee of the Courts Administration Authority you will be required to:

- Actively participate in the Court Administration Authority’s Performance Management program and Coroner’s Court Business Planning activities.
• Comply with, and contribute to, meeting workplace legislative and policy requirements, including occupational health, safety and welfare and records management.
• Maintain the ethical and behavioural standards outlined in the Code of Conduct for South Australian Public Sector Employees.

You may be required to:

• Undertake intra or inter state travel which may necessitate overnight absences.
• Work outside of the normal hours of work.
• Be assigned to another position at the same remuneration level if required by the State Courts Administrator.

Flexible working arrangements may be available depending on business needs.

The Courts Administration Authority is a smoke free workplace.

**Special Conditions**

The following special conditions apply to this position:

• Appointment is under the *Courts Administration Act 1993*. Terms and conditions of employment are governed by the *Public Sector Management Act, 1995*.

• The incumbent may be directed to work in any city/metropolitan location on a temporary or ongoing basis.

• The appointee may be subject to a criminal history clearance prior to confirmation of appointment.

**Job and Person Profile Approval**

Approved by State Courts Administrator
(or Divisional Head)………………………………………………………………………… Date:

Acknowledged by Employee…………………………………………………. Date: