



Australian Government

HLTAHA052 Assist with social work

Release: 1

HLTAHA052 Assist with social work

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide assistance as delegated by a Social Worker to undertake support tasks.

This unit applies to Allied Health Assistant and should be performed under the direct, indirect or remote supervision and delegation of a Social Worker.

The skills in this unit must be applied in accordance with Allied Health Assistant Framework, Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Pre-requisite Unit

Nil

Competency Field

Allied Health

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive delegation and gather information.	1.1. Obtain written or verbal delegation for an allied health activity. 1.2. Obtain information from relevant sources and delegating Social Worker, according to organisational policy and procedures. 1.3. Discuss and confirm with delegating Social Worker required services management activities and work health and safety (WHS) requirements.
2. Provide assistance to person.	2.1. Assist person, carers and families to access organisational services.

- 2.2. Provide information to person regarding available services.
 - 2.3. Assist person, carers and families with completion of paperwork.
 - 2.4. Assist person to access emergency assistance, including financial assistance where required.
- 3. Provide assistance to Social Worker.
 - 3.1. Provide a range of screening assessments as delegated by the supervising Social Worker.
 - 3.2. Contact external providers of care services, as well as community and government agencies, in order to provide access and information for person.
 - 3.3. Collect and collate current information regarding available services and provide to person.
 - 3.4. Provide information to person as delegated by the supervising Social Worker.
 - 3.5. Provide assistance to Social Worker in case management activities.
 - 3.6. Assist Social Worker with activities relating to discharge and flow.
- 4. Assist a multidisciplinary team.
 - 4.1. Work with Social Worker, and other team members to ensure quality outcomes.
 - 4.2. Attend and participate effectively in case conferences, team meetings and quality improvement activities.
 - 4.3. Work within the scope of own role, with regard to professional boundaries and organisational policies and procedures.
- 5. Complete required administrative activities.
 - 5.1. Collect and record information provided by person.
 - 5.2. Follow confidentiality and privacy requirements in relation to person's information.
 - 5.3. Complete records, databases and other documentation within legal and organisational requirements.
 - 5.4. Maintain statistics in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to HLTAHA017 Assist with social work.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>