



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>

Assessment Requirements for HLTAHA052 Assist with social work

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- assist with three social work activities, one in a simulated environment and two in the workplace
- perform the activities outlined in the performance criteria of this unit during a period of at least 120 hours of allied health assistance work. At least 60% of this work must be carried out in an allied health workplace. The remaining 40% may be carried out in a simulated environment, if an allied health workplace is unavailable.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- procedures for escalation of risks
- allied health core competencies:
 - person-centred care
 - individual therapy
 - group therapy
 - communication of information
 - equipment and environment
- key features and the role of the Allied Health Assistant in allied health disciplines
- terminology used by allied health care workers
- communication techniques including:
 - use of open-ended questions
 - active listening
 - asking for clarification and probing
 - responses to a range of views from person, carers or others
 - understanding use of empathy with person, carers or colleagues
 - using discretion and confidentiality, respecting individual differences especially when using touch and other non-verbal means of communication
 - use of interpreters
- scope of role of the Allied Health Assistant and Social Worker
- organisational policies and procedures in relation to:

- confidentiality:
 - privacy
 - disclosure
- duty of care
- documentation:
 - reporting
 - recording patient data
 - written communication to Social Worker
- professional behaviour and presentation
- infection control practices
- work health and safety (WHS)
- manual handling
- supervision and delegation
- availability of services and the services they provide both within the organisation and in the community, including:
 - Centrelink, Medicare and other government agencies
 - community based organisations
- commonly used screening and assessment tools
- social and interpersonal behaviour
- principles of empowering the older person
- principles of empowering people living with disability or serious mental illness
- concepts of the medical model, the biopsychosocial models and the human rights-based approach of allied health interventions
- principles of choice and control
- concept of reablement
- allied health settings:
 - hospital
 - community health
 - mental health
 - disability sector
 - aged care sectors.

Assessment Conditions

Skills may be demonstrated in the workplace, or in a simulated environment, as per the conditions outlined in the performance evidence.

Assessment must ensure access to:

- access to suitable facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
- access to individualised plans and any relevant equipment outlined in the plan
- access to organisational policies and procedures

- opportunities for engagement with real people accessing allied health services.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- be a Certificate IV qualified Allied Health Assistant with a minimum of three years of professional experience in social work; or
- an accredited Social Worker.

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