

## POSITION DESCRIPTION

<b>Position</b>	<b>Kaitakawaenga (Social Worker) generic</b>
<b>Work Unit:</b>	Poutini Waiora
<b>Responsible To:</b>	Te Kaihautu or Delegated Authority
<b>Responsible For:</b>	Nil

**This position exists to:** Provide multi faceted social work services to vulnerable whanau with multiple life stressors that impact and contribute to the vulnerability of tamariki, build meaningful whanau ora / pae ora plans to assist whanau to make the changes they require, in conjunction with other community social work services and Oranga Tamariki to mitigate high risk situations for whanau by intensive social work, advocate and broker relevant services for, and increase access to, and use of, those services by whanau.

**Purpose:**

**This position also provides:** A close working relationship with the health teams, including Whanau Ora Nurses; Mama & Pepi; Kaiarataki; Kaiawhina; Tamariki Ora Nurse to provide a social work lens across the domain of primary health including long term chronic conditions, co morbidity across a whanau group, mental health diagnosis with one or more significant health stressors, developmental delay for tamariki, social stressors within whanau whom have tamariki. A key objective is to work in partnership with health under the umbrella of the IFHS, community stakeholders and other relevant health areas, promote and work alongside whanau to achieve whanau ora / pae ora.

<b>Vision:</b>	To empower whanau to achieve whanau ora / pae ora
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<b>Mission:</b>	To build and nurture the strength of whanau through the provision of whanau ora / pae ora services throughout Te Tai o Poutini
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**Values:**

Tikanga: The organisation and the services it delivers are underpinned by the customs and values of Te Ao Maori – Nga Taonga Tuku Iho.

Rangatiratanga: The ability to support whanau to be self-determining is paramount in all service delivery so they are able to make decisions about their own wellbeing.

Manaakitanga: All whanau are welcomed into the service and provided with the most appropriate awhi and Tautoko to assist them on their journey to achieve wellness.

Whanaungatanga: The practice of whanaungatanga is an essential part of the way we engage with whanau. To enable whanau to make connections that provide a sense of identity and belonging is essential for achieving whanau ora / pae ora – well being.

Wairuatanga: Wairua is an essential element of a person's wellbeing. Being spiritually connected to our natural environment, having an understanding of our self-identity and the matauranga that underpins Te Ao Maori are all considerations when working with whanau to achieve their goals and

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aspirations.

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**Functional Relationships:**

**Internal**

Poutini Waiora kaimahi  
Kaihautu  
Team Leader  
Any other delegated authority  
Governance Board  
Individual governance board members  
Be part of the assessment / intake team

**External**

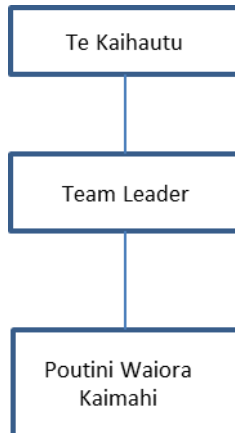
WCDBH staff  
Medical Centres  
GP services  
PHO  
CPH  
Community Stakeholders  
Oranga Tamariki  
Work and Income  
Ministry of Education  
Schools & Pre schools  
Plunket  
Maternity Services  
Local Runanga x 2  
Ngai Tahu  
Other hapu & iwi across Aotearoa  
LMCs, GPs

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**Last Revision:**      October 2019

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**ORGANISATIONAL CONTEXT**



## KEY RESULT AREAS

Is Accountable for	And is successful when
<p><b>Social Work practice</b></p> <ul style="list-style-type: none"> <li>• Work with whanau to ensure goals set out in their plan are based on the kaupapa of whanau ora / pae ora</li> <li>• Assist whanau to a position where they can make effective use of their whanau and community networks to achieve their plan</li> <li>• Apply social work theories and models in a manner that whanau are an equal contributing partner</li> <li>• Undertake an ecological assessment of presenting issues, determine a mitigation plan to create safety immediately if and when required</li> <li>• Use visual tools to engage whanau in leading their whanau ora / pae ora plan</li> <li>• Avoid the use of social work language when interacting with whanau rather use universal language and language that is reflective of a Maori world view</li> <li>• Apply social work thinking &amp; actions to written reports and / or documents</li> <li>• Consider the primary domain social work actions sit within and apply the relevant priorities accordingly.</li> <li>• Attend multi disciplinary meetings and actively contribute ensuring strong representation of whanau</li> <li>• Ensure a whanau led social work plan across both domains of health and multi faceted social work.</li> <li>• Take full advantage of clinical supervision to discuss client social work</li> <li>• Utilise local trainings and or workshops to assist in the development of your social work career</li> </ul>	<ul style="list-style-type: none"> <li>• Strong whanau ora / pae ora plans that achieve outcomes for whanau</li> <li>• Community stakeholders linked in with whanau working toward the greater goals</li> <li>• Social Work plans are understood and key to achieving whanau ora / pae ora goals</li> <li>• Ecological models are used as the guide for whanau ora / pae ora plans</li> <li>• The development of safety plans mitigate immediate risks</li> <li>• Evidence of visual tools used to progress social work plans</li> <li>• Whanau ora / pae ora plans are easily understood across a wide range of groups/people</li> <li>• Maori world views are easily identified within whanau ora / pae ora plans</li> <li>• Written reports/documents are an example to others</li> <li>• Good feedback from multi disciplinary partners</li> <li>• Health plans clearly identify key health priorities</li> <li>• Multi faceted plan clearly identify the key priorities</li> <li>• Supervision is rewarding and helpful</li> <li>• Knowledge is developing and assisting the work</li> </ul>
<p><b>Health Priorities</b></p> <ul style="list-style-type: none"> <li>• Understand the service deliverables and how this applies to social work practice</li> <li>• Ensure a good working relationship with the IFHS by liaising and spending time working out of and in that space</li> <li>• Identify key contacts within health to help progress whanau ora / pae ora plans</li> <li>• Make it a priority to attend all relevant health meetings on behalf of whanau</li> <li>• Encourage progression of the social work plan within the environment of whanau away from traditional meeting places (Hospitals, PHO etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Whanau ora / pae ora health plans include key deliverables linked to social work actions</li> <li>• Good feedback from the IFHS</li> <li>• A strong networking group established within the health arena</li> <li>• Good participation recorded in the relevant health meetings for whanau</li> <li>• Evidence of meetings/ discussions in other spaces fed back by whanau</li> <li>• Other health pathways are included in your social work planning by way of meeting and or whanau hui</li> </ul>

<ul style="list-style-type: none"> <li>Utilise health pathways that are already in place to progress whanau ora / pae ora plans (rural nursing, lactation advisors)</li> </ul>	
<p><b>Multi Faceted Social Work</b></p> <ul style="list-style-type: none"> <li>Develop meaningful relationships with stakeholders that progresses outcomes for whanau</li> <li>Utilise social work pathways (within the community) that are already in place to progress whanau ora / pae ora plans</li> <li>Advocate for whanau in various forums</li> <li>Work hard to ensure whanau are part of all planning, rather than the planning happening without them present</li> <li>Become familiar with the key areas of vulnerability for infants and children under 5 years</li> <li>Source any trainings that are available that relate to multi faceted social work</li> <li>Spend time networking and building strong working relationships to better outcomes for whanau</li> </ul>	<ul style="list-style-type: none"> <li>Defined relationships outside of the health arena that progress whanau ora / pae ora plans</li> <li>Evidence of using other pathways, for example strengthening families or safety planning forums</li> <li>Outcome of strong advocating changes the pathway for whanau by getting buy in from stakeholders</li> <li>Be absolute in your stand that whanau are central to all plans about them that will come thorough by way of plans that are successful because whanau built them</li> <li>Confidence talking to vulnerabilities in respect of the whanau you are working with to bring about change</li> <li>Knowledge increases through access to workshops/trainings</li> <li>An increased networking group that you utilise to get gains for whanau – evidenced by having them all in the room as a normal part of your work</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Complete relevant social work reports to high standard ensuring reports are critiqued before sending outside of Poutini Waioara</li> <li>Ensure any reporting requirements are completed and submitted on time</li> <li>Ensure that case notes are completed and recorded accurately and are representative of social work practice</li> <li>Provide statistical data and/or information relating to your job as and when required by Te Kaihautu or any delegated authority</li> <li>Ensure all annual leave applications are submitted at least ten days prior to the anticipated date, to allow for ample time to consider the decision.</li> <li>Ensure when going on leave that your case load is left in a position it can be monitored by another social worker with any required updates provided</li> <li>Ensure timesheets are completed on time</li> <li>Provide any relevant administration data</li> </ul>	<ul style="list-style-type: none"> <li>Well respected reports that influence others</li> <li>Good reporting stats that aid the integrity of the social work role</li> <li>Case notes are referred to by other stakeholders</li> <li>You are able to utilise stats to progress whanau ora / pae ora plans</li> <li>Regular breaks to refresh</li> <li>When on leave your caseload is easily overseen because you are super organised</li> <li>You are very responsive to administration requirements evidenced by you completing what is required earlier rather than later</li> <li>You contribute to staff hui and your contribution is valued</li> <li>Audits of social work avoid the angle of surprise because you know what you are doing and ensure that is captured accurately</li> <li>Client work is stored safely, confidentially is part of how you practice</li> <li>Desk space is good with minimal clutter</li> </ul>

<p>to the administrator when requested</p> <ul style="list-style-type: none"> <li>• Attend all team hui, case management and any other relevant meetings</li> <li>• Participate in all internal and external audits</li> <li>• Maintain confidentiality of clients and organisational information at all times.</li> <li>• Aim to work within the concept of 'the cloud' with little to no hard copies of information.</li> <li>• Organise your electronic files in a manner that can be easily accessed by another if required</li> <li>• Ensure that sensitive information in 'the cloud' is given the appropriate confidentiality including file protection</li> <li>• Come to clinical supervision organised and if agreed with any completed tasks</li> <li>• Buy in and actively contribute to your professional development plan with agreed SMART goals for the performance year</li> <li>• Be accountable by planning and using your electronic calendar, reporting in and utilising your working day wisely</li> <li>• Take advantage of your work cell phone to use the plan in a manner that helps progress your social work action and goals</li> </ul> <p>Ensure you are familiar with Poutini Waiora policies and procedures and how they apply in your role as a Kaitakawaenga</p>	<ul style="list-style-type: none"> <li>• Substantial recording in the cloud minimal recording on hard file</li> <li>• Supervision is valuable and progressive</li> <li>• Your professional development plan is meaningful and shows evidence of progression</li> <li>• You manage your work load across a working week and we always know where you are at or nearabouts</li> <li>• Your phone is a vital tool in achieving your outcomes for the working week</li> <li>• You adhere to the policies and procedures of Poutini Waiora and are confident in applying those policies in your social work role, whanau like the fact you are well informed</li> </ul>
<p><b>Other Duties</b> Any reasonable request that benefits Poutini Waiora given by Kaihautu or a delegated authority</p>	<p>Requests provide added challenges to your professional development</p>

## GENERIC JOB REQUIREMENTS

*kaupapa Poutini Waiora*

- Actively participate in Poutini Waiora kaupapa activities including noho marae, tikanga and te reo sessions, waiata, staff meetings etc.
- Input into the development and implementation of organisational & strategic plans
- Participate in regular supervision
- Follow organisational policies and procedures
- Contribute to a high quality performance

These responsibilities may be revised from time to time by Te Kaihautu in consultation with you

Key Performance Indicators will be applied to your professional development plan for the purpose of appraisal and review; those KPI's will be discussed with you and will be reflective of the Kaitakawaenga role

### Person Specifications:

#### QUALIFICATIONS

##### Essential:

- Social Work Degree or an undergraduate degree with a post graduate social work qualification
- Provisional or full registration with the SWRB
- A non smoker
- A full drivers licence

#### SKILLS AND EXPERIENCE

##### Essential:

- Computer Literate in Microsoft office suites and experienced in coding and reporting data
- Confident in using various forms of IT, iPads etc.

##### Desirable:

- Knowledge of Ministry of Social Development contract specs
- Knowledge of Oranga Tamariki legislation
- Confidence working with Maori whanau
- Knowledge of the WCDHB contract specs
- Knowledge of the health priorities for The Tai Poutine
- Understanding of the relevant legislation that impacts social work, Privacy Act etc.

#### PERSONAL ATTRIBUTES

- Honest & Reliable with a strong work ethic
- Punctual and organized
- A good self starter, flexible when things change and calm under pressure
- Absolutely committed to whanau reflected in your social work practice
- Solution focused with a positive outlook
- Motivated and energetic
- Committed to your own self development and well being
- Discreet with integrity