

Position Description

Position Title:	Kaitakawaenga (Social Worker) – Fixed Term	
Reports to:	Operations Manager	
Overview:	<p>Poutini Waiora is the only Maori Health and Social Service Provider based on the West Coast with offices in Westport, Greymouth and Hokitika. Poutini Waiora is a well-established provider of quality, professional and responsive health and social services based on a ‘whanau ora’ model of care.</p> <p>The role of Poutini Waiora is to provide a range of free and accessible health and social services for Maori as a first priority to help achieve the vision of: “Strengthen the mana and wellbeing of whanau and community”.</p> <p>Poutini Waiora Delivery Area: Te Tai o Poutini (Kawatiri, Mawhera, Hokitika/Westland, South Westland).</p>	
Vision:	To empower whanau to achieve whanau ora.	
Mission:	Striving to ensure Poutini whānau receive the support they need to achieve whānau ora	
Values:	<p>Tikanga: The organisation and the services it delivers are underpinned by the customs and values of Te Ao Maori – Nga Taonga Tuku Iho.</p> <p>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.</p> <p>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.</p> <p>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 – wellbeing.</p> <p>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 aspirations.</p>	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Consumers, family/whānau and carers • All Poutini Waiora staff • Central Region leadership (i.e. Clinical Leaders, Operations Managers, and all nursing leadership) • Finance – Management Accountant • Region leadership (i.e. Operations Managers, Team Leaders) • Multidisciplinary teams • Māori Health Team DHB • 	<p>External:</p> <ul style="list-style-type: none"> • Iwi, hapu, whānau and other community stakeholders • West Coast District Health Board • Non-Governmental Organisations (NGOs) and other providers of health/disability/support services • Nursing Council of New Zealand • Social Work Registration Board • ANZASW • Other relevant Registration Boards and Councils • Private Care Providers • West Coast Primary Health Organisation (PHO) • General Practices • Oranga Tamariki • Ministry of Social Development

Role Purpose:	<p>This position exists to: Provide <u>multi-faceted social work services</u> 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.</p> <p>This position also provides: A close working relationship with the <u>health teams</u>, 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 who 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.</p>
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ORGANISATIONAL VISION & VALUES:

Our Vision - Striving to ensure Poutini whānau receive the support they need to achieve whānau ora.

We seek to have an integrated Poutini Waiora system that is clinically sustainable and fiscally viable; a wellbeing system that wraps care around a person and helps them to stay well in their community.

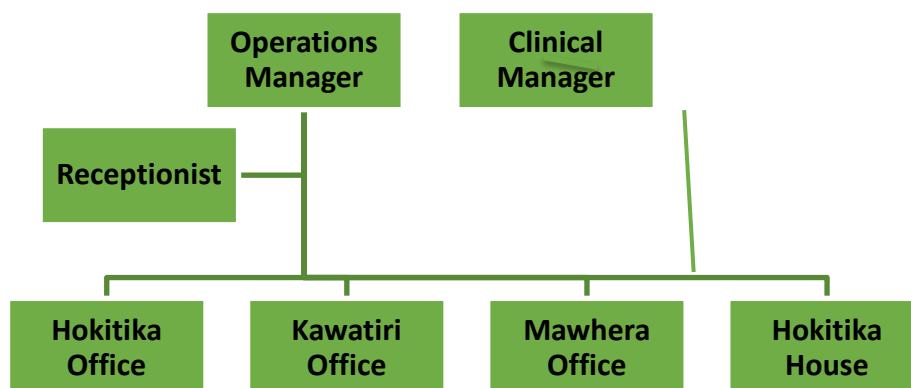
All activities of the Poutini Waiora reflect the values of:

Pono	Aroha	Tika
<ul style="list-style-type: none"> • Mana motuhake • Tikanga • Te Reo 	<ul style="list-style-type: none"> • Aroha • Manaaki • Whānaungatanga • Kotahitanga 	<ul style="list-style-type: none"> • Empathetic • Proactive • Relevant • Quality Service

He whakatauki

Whakapiki ake te waiora o te whānau - *Enhancing whānau health & wellbeing.*

PLACE IN THE ORGANISATION:



KEY ACCOUNTABILITIES:

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

<ul style="list-style-type: none"> • Utilise social work pathways (within the community) that are already in place to progress whanau ora / pae ora plans • Advocate for whanau in various forums • Work hard to ensure whanau are part of all planning, rather than the planning happening without them present • Become familiar with the key areas of vulnerability for infants and children under 5 years • Source any trainings that are available that relate to multi-faceted social work • Spend time networking and building strong working relationships to better outcomes for whanau 	<ul style="list-style-type: none"> • Outcome of strong advocating changes the pathway for whanau by getting buy in from stakeholders • 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 • Confidence talking to vulnerabilities in respect of the whanau you are working with to bring about change • Knowledge increases through access to workshops/trainings • 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 •
<p>Administration</p> <ul style="list-style-type: none"> • Complete relevant social work reports to high standard ensuring reports are critiqued before sending outside of Poutini Waiora • Ensure any reporting requirements are completed and submitted on time • Ensure that case notes are completed and recorded accurately and are representative of social work practice • Provide statistical data and/or information relating to your job as and when required by Te Kaihautu or any delegated authority • 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. • 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 • Ensure timesheets are completed on time • Provide any relevant administration data to the administrator when requested <p>Attend all team hui, case management.</p>	<ul style="list-style-type: none"> • Well respected reports that influence others • Good reporting stats that aid the integrity of the social work role • Case notes are referred to by other stakeholders • You are able to utilise stats to progress whanau ora / pae ora plans • Regular breaks to refresh • When on leave your caseload is easily overseen because you are super organised • You are very responsive to administration requirements evidenced by you completing what is required earlier rather than later • You contribute to staff hui and your contribution is valued • Audits of social work avoid the angle of surprise because you know what you are doing and ensure that is captured accurately • Client work is stored safely, confidentially is part of how you practice • Desk space is good with minimal clutter • Substantial recording in the cloud minimal recording on hard file • Supervision is valuable and progressive • Your professional development plan is meaningful and shows evidence of progression • You manage your workload across a working week and we always know where you are at or nearabout • Your phone is a vital tool in achieving your outcomes for the working week • You adhere to the policies and procedures of Poutini Waiora and are confident in applying those polices in your social work role, whanau like the fact you are well informed.
<p>Other Duties Any reasonable request that benefits Poutini Waiora given by Kaihautu or a delegated authority</p>	<ul style="list-style-type: none"> • Requests provide added challenges to your professional development
<ul style="list-style-type: none"> • Health and Safety Leading and maintaining a high quality, safe, and secure work environment by following relevant PW policies, protocols, and standards. 	<p>All PW staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant PW policies and procedures. This includes:</p> <ul style="list-style-type: none"> • Personal commitment to zero harm

<p>Actively managing risk.</p>	<ul style="list-style-type: none"> • Reporting for duty in a fit state, including but not limited to being free from the influence of alcohol or other drugs • Ensuring personal health, safety, and wellbeing - and that of others • Reporting, managing, and investigating actual or potential hazards via the incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training, contributing to the maintenance of hazards registers, and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported to line manager(s) • Reporting any pain or discomfort to the line manager(s) as soon as it develops • Seeking advice from the line manager(s) if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all health and safety policies when providing care in the community • Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances
<ul style="list-style-type: none"> • Quality Leading and managing a quality service and taking an active role in quality activities; identifying areas of improvement. Actively managing threats to a quality service. 	<p>Every PW staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"> • Identifying and actioning quality improvement activities in collaboration with line manager(s) and other key stakeholders • Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes • Setting quality standards in conjunction with the Operations Manager • Developing/informing/coordinating/monitoring outcomes from relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions. • Leading timely investigation and management of complaints within service • Contributing to the development of relevant policies and procedures as required • Working alongside the WCDHB Quality Team and the Clinical Quality Improvement Team (CQIT) to

	implement initiatives aimed at improving the patient journey and care standards
<ul style="list-style-type: none"> • Special projects and other duties 	<ul style="list-style-type: none"> • Undertakes special projects as directed by the Operations Manager • Is a member of groups and/or committees as directed by the Operations Manager. • Ensuring attendance or appropriate delegation representing PW at community meetings and liaising with our community partners. •
<ul style="list-style-type: none"> • Reporting line, base, hours of work, and work resources <p>Maintaining appropriate practice hours to maintain clinical competence.</p>	<ul style="list-style-type: none"> • Reports as required to Operations Manager and is based in Greymouth; however, travels regularly throughout the West Coast region • Negotiates all hours of work with Operations Manager • Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate • Notifies Operations Manager of any changes to scope/conditions of practise • Meets bi-monthly with the Operations Manager to review progress against key deliverables • Ensures that all reporting is timely and accurate • Maintains a PW mobile phone; maintaining replacement as required, and returns all resources if exits the role
<ul style="list-style-type: none"> • Generic requirements/ Kaupapa Poutini Waiora 	<ul style="list-style-type: none"> • 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

PERSON SPECIFICATION:

Qualifications & Experience:	
<p>Essential</p> <ul style="list-style-type: none"> • Social Work Degree or an undergraduate degree with a post graduate social work qualification • Provisional or full registration with the SWRB • New Zealand Registered Health Professional with a current Annual Practising Certificate with no conditions on practise that may prevent ability to fulfil requirements of the role • Relevant postgraduate qualification – minimum is a Postgraduate Diploma or working toward same • Minimum 3-5 years’ post-registration experience • Demonstrated leadership and management ability and coaching and mentorship ability • Demonstrated financial acumen/budgeting • Completion of, or personal commitment to undertake, cultural competency training • Has the ability to work with children • Full ‘clean’ NZ driver’s licence • Computer literacy (i.e. Microsoft suite) 	<p>Desirable</p> <ul style="list-style-type: none"> • Postgraduate leadership and/or management qualification • Previous experience in a senior nursing or Allied Health leadership position • Current portfolio as part of the Professional Development and Recognition Programme (PDRP) or equivalent • Experience in conducting research • 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.
<p>Professional skills/attributes:</p> <ul style="list-style-type: none"> • Clinically credible, respected, and person-centred • Demonstrates high standards in terms of personal competence and professional practice • Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services • Proven assessment and communication skills, including the ability to think critically • High emotional intelligence • Well-developed interpersonal and interprofessional skills • Has an ability to consistently form therapeutic relationships with consumers and their families/whānau • Demonstrated passion and commitment to professional development of self and others • Ability to work autonomously, use own initiative and accept responsibility for own actions • Flexible, adaptable, embraces change • Self-motivated • Proven ability to lead and supervise a team through change and in the achievement of goals/outcomes and conflict resolution • Able to work under pressure/prioritise competing demands 	<p>Knowledge of (but not limited to):</p> <ul style="list-style-type: none"> • Employment Law • Health Practitioners Competence Assurance Act (2003) • Treaty of Waitangi and its application to wellbeing • He Ara Oranga and the government’s response to the NZ Mental Health Inquiry • He Korowai Oranga/Māori Health Strategy (2002) • New Zealand Health Strategy (2016) • Misuse of Drugs Act (1977) and Regulations • Nursing Council New Zealand Code of Conduct (2012) • Health and Disability Act • Social Workers Registration Act 2003 • Vulnerable Children Act 2014 (Part 2 only) • Children’s Commissioner Act 2003 • Department of Child, Youth and Family Services Act 1999 • Health and Disability Commissioner (Code of Health and Disability Services Consumer’s Rights) Regulations (1996) • Privacy Act (1993) and Health Information Privacy Code (1994) • Health and Safety in Employment Act (2015)