

POSITION DESCRIPTION

12 January 2018

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well-being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Social Worker – Cancer Psychological and Social Support Service

REPORTS TO (Title):

Upper South Island Regional Lead
Cancer Psychological and Social Services - CDHB
Professionally and Clinically

REPORTS ON A DAILY BASIS TO:

Upper South Island Regional Lead – Cancer
Psychological and Social Support Service -
Operationally and Clinically

PRINCIPAL OBJECTIVES:

To provide social work services as part of a multi-disciplinary team within Health Investment Centres the CDHB and WDHB's inpatient and outpatient services, and in accordance with the Code of Health and Disability Services Consumer's Rights

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Social Work Services
2	Support Services Division MDT
3	Hospital Services CNC's
4	Clinical Nurse Managers of designated work area(s)
5	Medical, Nursing and Allied Health services staff
6	Clinical and Management Support Services staff
7	All other areas of the DHB facilities

EXTERNALLY:

1	National Lead for the Psychological and Social Support initiative
2	Other DHB social work services and facilities
3	Other Cancer Psychological and Social Support Service staff at the CDHB, other DHB's and NGO's
4	Ministry of Health
5	General Practitioners / Medical Centres

6	Community organisations and support groups eg Regional cancer network; Cancer society and Maori and PI health providers
7	Child Youth and Family
8	Specialist MH
9	Palliative Services
10	Work and Income
11	Accident Compensation Corporation (ACC)

KEY PERFORMANCE OBJECTIVES:

Task	That clients are seen promptly and receive a professional social work service in a culturally sensitive manner in accordance with the ANZASW Code of Ethics and Standards of Practice, and Treaty of Waitangi
Expected Result	<ul style="list-style-type: none"> • Assessment of emotional health, cultural, spiritual and social support and delivery of the care plan for patients with cancer and/or their whanau. • Have knowledge of assessment, care and management of cancer across diagnostic and treatment pathways. • Maintain a case load of patients, focusing on patients with complex needs. • Demonstrate culturally competent practice that encompass a diverse range of beliefs, values and practices. • Liaison with all appropriate parties internally and externally. • Effective resourcing to ensure safe care plans. • Continued monitoring and support and promotion of resilience in cancer patients. • Best practice to ensure the needs of clients and multi-disciplinary team are met • Work is recorded in the clinical notes in accordance with the organisations expectations.
Task	To participate actively in professional development
Expected Result	<ul style="list-style-type: none"> • Attend regular supervision • Professional practices relevant to health social work are kept updated, including maintaining a competency certificate through the SWRB or ANZASW • Demonstrate “in the moment” teaching, supervision and support to other health professionals (with multi-disciplinary team and colleagues) • Contribution to in-service training • Seek out appropriate self-directed learning to ensure best practice.
Task	Is a functional member of the social work service

Expected Result	<p>Essential</p> <ul style="list-style-type: none"> • To be registered by the NZSWRB and hold a current practising certificate. The appointee will be an experienced practitioner, practicing at step 6 or greater, on PSA MECA or equivalent. • Have completed a recognised 'B' level qualification in Social Work • Provide evidence of tertiary, and previous social work experience. • To be able to work on a 5 day roster (paid in accordance with the CPSSS Contract) • Be available to travel as per CPSSS Service requirements. • Work as part of the duty system and provide cover where and when the work demands within the Cancer Psychological and Social Support Service. • Be personally grounded with a calm professional disposition. • Provide evidence of a clear MRSA test and doctor's report. • Show a commitment to ongoing professional development. <p>Desirable</p> <ul style="list-style-type: none"> • Be multi-skilled with a practice wisdom and the ability to demonstrate creative resolution. • Have excellent interpersonal and advocacy skills. • Have good written and oral communication skills. • Be prepared to undertake or participate in social work research. • Have experience in managing the complex psychosocial needs of patients and Whanau within the health setting. Preferred to have cancer specific work experience, social work health experience is necessary. •
Task	Will undertake any other duties as reasonably requested by the Clinical Manager and / or Team Leader from time to time
Expected Result	<ul style="list-style-type: none"> • That the needs of the Social Work Services is covered

PERSONAL ATTRIBUTES:

Key Behaviours

- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accept responsibility for actions.

Essential:

- Ability to prioritise work, manage caseload and define boundaries
- Be physically and psychologically able to sustain work for the appointed hours
- Attend and participate in social work team and staff meetings
- Keep up to date with policy and planning meetings
- Take interest and participate in service development and quality assurance initiatives / processes

Desirable:

- Have initiative and ability to function as a member of a team with other social workers, hospital disciplines and community organisations
- Have the flexibility to cope with change

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury District Health Board's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within the Canterbury District Health Board are responsible for ensuring a quality service is provided their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by a staff member in this job classification. Staff members may be requested to perform job related tasks other than those specified.