

## Position Description

The Te Whatu Ora Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand Health and Disability strategies.

### Organisational Vision

Health NZ – Te Whatu Ora Waitaha (previously Canterbury District Health Board) vision is to improve the health and wellbeing of the people living in Canterbury.

### Organisational Values

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

Position: Specialist Paediatric Sexual Abuse Social Worker

Reports to: Child and Family Safety Service Clinical Manager

FTE: 0.8

### Functional Relationships:

#### Internal

Child and Family Safety Service Clinical Manager

Child and Family Safety Service Secretary's

Cambridge Clinic Case Worker

Family Protection Specialist

Child Health Service Manager

Oranga Tamariki Liaison Social Worker

Multi-Disciplinary Child and Family Safety Review Committee

All Te Whatu Ora Waitaha staff

#### External

Oranga Tamariki

NZ Police

Doctors for Sexual Abuse Care

Department of Justice

ACC

Ministry of Education

Community based Agencies

Access Agreement Holders

National Te Whatu Ora staff

## Role Purpose

Work with health professionals to identify possible and/or actual child protection/family violence cases where the unborn child or child is receiving services provided by Te Whatu Ora Waitaha. To offer an advisory service to staff regarding Child Protection concerns. Liaison with health professional and other agencies (Police, Oranga Tamariki, Non-Government Organisations) to promote and build relationships between services when managing child protection cases.

The Child Protection specialist will:

Key Performance Objectives	
Task	Expected Result
To work with Te Whatu Ora employees, Te Whatu Ora Access Agreement Holders and/or their clients and to respond to them promptly and offer a professional, culturally safe service whilst ensuring the unborn child/child/young persons care and protection needs are met.	<ul style="list-style-type: none"> <li>• Assessment of child protection issues</li> <li>• Liaison with all appropriate parties</li> <li>• Attendance of relevant meetings</li> <li>• Te Whatu Ora staff are supported and updated</li> <li>• Attends and contributes to internal Te Whatu Ora child protection case meetings</li> <li>• Attendance of Te Whatu Ora/Interagency meetings.</li> </ul>
To attend multi-disciplinary Child and Family Safety Review Committee (CFSSRC) Meetings	<ul style="list-style-type: none"> <li>• Undertakes assigned tasks arising from C&amp;FSS Meetings.</li> <li>• Writes, reviews and circulates Sexual Abuse Peer Review meeting minutes as required.</li> <li>• Undertakes assigned tasks arising from Sexual Abuse Peer Review Meetings.</li> <li>• Undertakes additional assigned tasks as directed by the Child and Family Safety Service Clinical Manager</li> </ul>
To undertake administration tasks	<ul style="list-style-type: none"> <li>• Documentation occurs as per Te Ora Whatu standards</li> <li>• Code and enter date onto child protection database as required.</li> <li>• Compiles a list of cases for Sexual Abuse - Peer Review meetings and paper-based review and discusses and forwards these to the CFSS Clinical Manager and Administration Staff</li> <li>• Audits database to assess that CFSSRC meetings outcomes are actioned.</li> <li>• Conducts CFSS audits in relation to Child Protection and Family Violence.</li> </ul>
The Specialist Paediatric Sexual Abuse Social Worker will undertake any other duties	<ul style="list-style-type: none"> <li>• CFSS needs are covered</li> <li>• Attends regular Supervision with external supervisor agreed to by Child Health Service Manager</li> </ul>

as reasonably requested by the CFSS Clinical Manager and/or the Child Health Service Manager	<ul style="list-style-type: none"> <li>• Attends monthly Administrative Supervision with the Clinical Manager.</li> <li>• Participates in team building exercises and team meetings.</li> </ul>
To strive for quality within all the tasks undertaken to promote an environment of continuous quality improvement	<ul style="list-style-type: none"> <li>• Is conversant and complies with Te Whatu Ora quality systems and policies.</li> <li>• Is proactive in identifying areas and methods for improvement regarding quality</li> <li>• Adheres to the Oranga Tamariki and their Families ACT, Privacy Act and Official Information Act Guidelines.</li> </ul>

## Health & Safety

Implement or lead and implement emergency procedures and maintain and secure a safe work environment by following relevant Te Whatu Ora Waitaha and Divisional policies, protocols and standards. This includes but is not limited to:

- Observe all Te Whatu Ora Waitaha 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 employee's 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 Te Whatu Ora Waitaha 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 Te Whatu Ora Waitaha is responsible for ensuring a quality service is provided in 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.

## Qualifications & Experience

### *Essential*

- Tertiary Qualification
- Work experience in care and protection
- Experience in training and presentation to groups
- Experience in coaching and mentoring of staff
- Computer literacy
- Good networking and relationship building skills
- Excellent interpersonal skills
- Assertiveness

- Advocacy skills
- Ability to cope with stressful emotional situations
- Excellent written and oral communication skills
- Have an awareness of and sensitivity to the cultural differences and expectations of health service consumers and different ethnic backgrounds.
- Be physically and psychologically able to sustain work for the appointed hours
- Have the flexibility to cope with change
- A current Driver's Licence
- Have clear MRSA Tests prior to commencement of employment
- Be able to prioritise work, manage a caseload and define boundaries

*Desirable*

- Experience in health services in Canterbury health and/or Oranga Tamariki
- Experience in coaching and mentoring staff.

## **Personal Attributes**

*Mandatory*

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive
- Accepts responsibility for actions
- Ability to provide inspirational and motivational leadership

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