

## **POSITION DESCRIPTION**

7 August 2017

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

### **REPORTS TO (Title):**

Clinical Manager,  
Social Work Services,  
Christchurch & Women's Hospitals' Campus

### **REPORTS ON A DAILY BASIS TO:**

Clinical Manager and / or Team Leader,  
Social Work Services,  
Christchurch & Women's Hospitals' Campus

### **PRINCIPAL OBJECTIVES:**

To provide social work services as part of a multi-disciplinary team within Health Investment Centres at Christchurch and Women's Hospitals' Campus, 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                          |
| 3 | Hospital Services                                  |
| 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 CDHB facilities             |

#### **EXTERNALLY:**

|   |                                               |
|---|-----------------------------------------------|
| 1 | Other DHB social work services and facilities |
| 2 | Ministry of Health                            |
| 3 | General Practitioners / Medical Centres       |
| 4 | Community organisations and support groups    |
| 5 | Child Youth and Family                        |
| 6 | Work and Income                               |
| 7 | Accident Compensation Corporation (ACC)       |

### **KEY PERFORMANCE OBJECTIVES:**

|                 |                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Task            | <b>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</b>                                                                                                                                                   |
| Expected Result | <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Liaison with all appropriate parties</li> <li>• Resourcing to ensure a safe discharge plan</li> <li>• Continued monitoring and support</li> <li>• The needs of clients and multi-disciplinary team are met</li> <li>• Work is recorded in the clinical notes to the organisation's standards</li> </ul> |
| Task            | <b>To participate actively in professional development</b>                                                                                                                                                                                                                                                                                                             |
| Expected Result | <ul style="list-style-type: none"> <li>• Attend regular supervision</li> <li>• Professional practices relevant to health social work are kept updated</li> <li>• Demonstrate "in the moment" teaching with multi-disciplinary team and colleagues</li> <li>• Contribution to inservice training</li> <li>• Seek out appropriate self-directed learning</li> </ul>      |
| Task            | <b>Is a functional member of the social work service</b>                                                                                                                                                                                                                                                                                                               |
| Expected Result | <ul style="list-style-type: none"> <li>• Attend and participate in social work team and staff meetings</li> <li>• Keep up to date with policy and planning meetings</li> <li>• Take interest and participate in service development and quality assurance initiatives / processes</li> </ul>                                                                           |
| Task            | <b>Will undertake any other duties as reasonably requested by the Clinical Manager and / or Team Leader from time to time</b>                                                                                                                                                                                                                                          |
| Expected Result | <ul style="list-style-type: none"> <li>• That the needs of the Social Work Services is covered</li> </ul>                                                                                                                                                                                                                                                              |

#### **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.

## **QUALIFICATIONS & EXPERIENCE:**

### **Essential:**

- a) Hold a current Annual Practicing Certificate issued under the Social Workers' Registration Act (2003), or
- b) Will complete the requirements to become Registered within three months of the date of commencement of employment as per CDHB Social Work Registration Policy. Revised May 2016.

Have a recognised 'B' Level qualification in Social Work

- Provide evidence of tertiary, and / or previous social work experience
- Be able to work on a 7 day roster (paid in accordance with the Clinical Support Services Contract)
- Your responsibilities in relation to your general hours of work include:
  - Working rostered shifts over 7 days per week between the hours of 0600 and 2100 as required
  - Contributing an even share of on-call roster as required
  - Being available to work overtime to meet the additional demands of the service
- Be available to work as part of the after hours' on-call roster system
- Work as part of the duty system and provide cover where and when the work demands
- 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
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### **Desirable:**

- Be multi-skilled with a practice wisdom and 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

## **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

### **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

**POSITION REQUIREMENTS:**

You are employed to work 80 hours per fortnight (1 FTE). The department currently provides a service Monday to Friday in most areas. However, we are working towards a seven day a week service and it is likely that we will need to introduce a roster to reflect this in the near future. How these hours are arranged will be determined by your Manager consistent both with the terms and conditions of your employment agreement and the hours / rosters worked in the department at which you will be based.

Social Work Services provides an After Hours On Call Service. It is expected that, after having received specific training, you will participate in the After Hours On Call roster.

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.