

# **POSITION DESCRIPTION**

August 2019

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

Health New Zealand, Te Whatu Ora, is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

## **Organisational Vision**

Our vision is an integrated health system that keeps people healthy and well in their own homes by providing the right care and support, to the right person, at the right time and in the right place. At its core, our vision is dependent on everyone in the health system working together to do the right thing for the patient and the right thing for the system.

## **Organisational Values and Philosophy**

Health NZ is committed to being an excellent and caring funder/ provider of health and hospital services. Integral to achieving the vision, goals and objectives of the DHB are the values of the organisation:

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

## **CDHB Strategic Priorities**

- Services that support people/whanau to take increased responsibility for their health Development of primary health care and community services to support people/whanau in a community based setting and provide a point of on-going continuity which for most people will be general practice
- Release secondary care based specialist resources to be responsive to episodic events and provision of support to primary care

### **POSITION TITLE:**

Clinical Social Worker, SMHS

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

Clinical Manager / Clinical Nurse Manager  
Professionally Accountable Clinical Leader (Social Work)

### **KEY RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **Internally:**

- |   |                                 |
|---|---------------------------------|
| 1 | Clinical Head                   |
| 2 | Multidisciplinary team members  |
| 3 | Supervisor                      |
| 4 | Clinical Social Work Specialist |
| 5 | Director of Allied Health       |
| 6 | Clinical Director               |

#### **Externally:**

1	Consumers, family/whanau, carers
2	Health and Social Services organisations
3	Social Work tertiary education provider
4	SWRB / ANZASW
5	Other CDHB services
6	Relevant government agencies and non-government health and social service organisations
7	General Practitioners and other health providers

<b>Role Purpose</b>	To provide an effective and professional practice for consumers and their families, specific to the CDHB service provision and policy framework in the area concerned.
<b>Clinical</b>	<ul style="list-style-type: none"> <li>• Informs and supports consumers, family/whanau and significant others concerning their rights and assists their access to areas within the service and external services where appropriate.</li> <li>• Incorporates consumers, family/whanau and significant others personal experiences and world view into the development of treatment plans, interventions, transition and discharge planning, insuring their involvement with the treatment team at all stages.</li> <li>• Develops a formulation based on a comprehensive assessment including risk assessment for a range of clinical risks (suicide, abuse, violence), making appropriate referrals in relation to these and generating treatment options and plans based on MDT consultation and assessment.</li> <li>• Assists consumers, family/whanau and significant others to get accurate information and literature on diagnoses, treatments and pharmacological interventions.</li> <li>• Acts as a DAO under The Mental Health Act 1992 when required, after suitable training and authorisation.</li> <li>• Provides case management for consumers and their family/whanau and significant others using supervision and consultation with the MDT appropriately to assist.</li> <li>• Identifies social and psychological needs that impact on discharge and gaps in service provision.</li> <li>• Intervenes with individuals, couples, family/whanau, significant others and groups using therapeutic approaches and facilitating groups as required.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>• Incorporates the principles of recovery into practice.</li> <li>• Documents consumer records in accordance with services policies and procedures ensuring treatment plan reviews, clinical risk protocols and legislation are adhered to.</li> <li>• Uses referral processes in situations of abuse, neglect or violence according to inter agency protocols.</li> <li>• Maintains accountability for individual practice responsibilities.</li> </ul>

<b>Teamwork and Communication</b>	<ul style="list-style-type: none"> <li>• Maintains regular contact with Consumer and Family Advisors.</li> <li>• Maintains professional contact with health and social service providers for the consumer group.</li> <li>• Facilitates meetings of relevant health and social service providers around care planning.</li> <li>• Liaises with care and protection and family violence agencies in health and social services.</li> <li>• Identifies the Social Work role in relation to the team objectives and shares responsibilities for team outcomes.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Identifies particular areas of knowledge and understanding from the recovery approach and addresses these in supervision and professional development programme.</li> <li>• Sets goals for professional development based of performance review.</li> <li>• Updates and reviews knowledge of health interventions and social work theories, techniques and technologies and reflects this in clinical practice and supervision contract.</li> <li>• Maintains a Continuing Professional Development Log as required by SWRB.</li> <li>• Has a supervision contract and attends supervision.</li> </ul>
<b>Leadership and Professionalism</b>	<ul style="list-style-type: none"> <li>• Prioritises workload and meets service timeframes.</li> <li>• Recognises own limitations and seeks support as appropriate.</li> <li>• Actively defines and reviews clinical/professional issues and learning needs which are reflected in the supervision contract.</li> <li>• Supports the practice of others in particular in relation to assessment and interventions.</li> <li>• Ensures that consumers rights are maintained.</li> <li>• <b>Maintains a current APC or is completing this within the CDHB required timeframe.</b></li> </ul>
<b>Cultural Safety</b>	<ul style="list-style-type: none"> <li>• Clinical/professional practice and documentation reflects Treaty of Waitangi principles.</li> <li>• Explores bi- cultural issues in practice and builds effective contact with Pukenga Atawhai.</li> <li>• Gains knowledge and understanding of consumers socio-economic, context, culture and beliefs and incorporates these into practice including cultural supports and resources into treatment provision.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Promotes safe practices in work place in line with workplace organisational policies and procedures.</li> <li>• Acts as a role model in maintain health and safety standards.</li> <li>• Has an awareness of impact of processes/interventions on safety of consumers.</li> </ul>

**HEALTH AND 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 DHB'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.
- Act as a role model in maintain health and safety standards.
- Has an awareness of impact of processes/ interventions on safety of consumers and staff.

#### **QUALITY AND IMPROVEMENT:**

Every staff member within CDHB 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:

- Critically evaluation current research literature on professional social work and share this information with others.
- Participates in evaluation and outcome measurements and incorporates recommendations into clinical practice.
- Participates in reviews of policies and procedures within the clinical/professional area of practice.
- Understands and applies health standards and contracted specifications of own and other relevant service providers.

#### **EDUCATION, SKILLS AND EXPERIENCE:**

##### **Education / Registration:**

- Professional qualification in Social Work recognised by Social Work Registration Board.
- Commitment to ongoing professional development.
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**The applicant will either be:**

- a. **A New Zealand applicant**
  - i. Holds a current Annual Practicing Certificate issued under the Social Workers Registration Act (2019), or
  - ii. Produces evidence from SWRB verifying that they have completed the application process; and will complete the necessary requirements to achieve registration (temporary, provisional or full) and hold an Annual Practicing Certificate within three months of commencement of employment.
- b. **An applicant applying from overseas and**
  - i. Holds a current Annual Practicing Certificate issued under the Social Workers Registration Act (2019) or

**ii. Will complete the necessary requirements to achieve registration (temporary, provisional or full) within three months of commencement of employment.**

- Commitment to professional development and to undertake Post graduate Certificate in Mental Health (NESP Programme) in the first year of practice in the service
- Clearance under the provisions of Vulnerable Children's Act (2014)
- Driver Licence

**Skills:**

- Computer literate
- Full drivers licence
- Excellent time management, documentation and clinical assessment skills.

**Experience:**

- Previous experience in mental health social work or is able to enrol in the New Entry to Specialist Practice program in first full year of practice in role.

**PERSONAL ATTRIBUTES:**

- Constructive interpersonal and effective communication and interaction skills at all levels.
- Ability to build therapeutic relationship with your friends, family/whanau, significant others and carers.
- Ability to establish effective working relationships and to work within a tea.
- Effective decision/problem solving skills.
- Ability to prioritise activities and work in a flexible manner.
- Initiative and ability to work under pressure.
- Demonstrated commitment to supervisory process.
- A consumer focus for both internal and external processes.
- A working understanding of the Treaty of Waitangi and demonstrated committed to biculturalism and working culturally and linguistically diverse persons.
- Ability to work together and work smarter in a truthful, helpful, innovative and proactive manner.
- Accepts responsibilities for actions.
- Ability to focus professional practice using the seven real skills for mental health workers.

**SEVEN REAL SKILLS FOR MENTAL HEALTH WORKERS** (Te Pou Workforce Development)

1. **Working with service users** – Every person working in a mental health and addiction treatment service uses strategies to engage meaningfully and work in partnership with service users, and focuses on service users' strengths to support recovery.
2. **Working with Maori** –Every person working in a mental health and addiction service contributes to Whanau Ora for Maori.

3. **Working with family/whanau** - Every person working in a mental health and addiction service encourages and supports family/whanau to participate in the recovery of consumer and ensure that family/whanau, including the children of service users have access to information, education and support.
4. **Working within communities** – Every person working in a mental health and addiction service recognises that service users and their family/whanau are part of a wider community.
5. **Challenging stigma and discrimination** – Every person working in a mental health and addiction service use the strategies to challenge stigma and discrimination, and provides and promotes a valued place for service users.
6. **Law, policy and practice** – Every person working in a mental health and addiction service implements legislation, regulations, standards, codes and policies relevant to their role in a way that supports service users and their family/whanau.
7. **Professional and personal development** – Every person working in a mental health and addiction service actively reflects on their work and practice and works in ways that enhance the team to support the recovery of service users.

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