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| **SOCIAL WORK**  **POSITION DESCRIPTION** |  |

May 2025

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| Health New Zealand / 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** 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 New Zealand / Te Whatu Ora Waitaha 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 organisation are:   * Care & respect for others * Integrity in all we do * Responsibility for outcomes   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 whaiora/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 educations provider | |
| 4 | SWRB / ANZASW | |
| 5 | Other Health NZ / Te Whatu Ora services | |
| 6 | Relevant government agencies and non-government health and social service organisations | |
| 7 | General Practitioners and other health providers | |

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| **Role Purpose** | To provide an effective and professional practice for whaiora and their whanau, specific to Health New Zealand / Te Whatu Ora Waitaha service provision and policy framework in the area concerned. |
| **Clinical** | * Informs and supports whaiora, family/whanau and significant others concerning their rights * Assists and supports their access to areas within the service and external services where appropriate. * Participate in provision of psycho-education to whaiora and whanau as needed (individual and/or group) * Start a social work assessment at time of admission which incorporates developmental history, education and employment history, Drug and Alcohol history, relationship history and then current outstanding matters like debt, student loans etc (continue to build on this as more information comes to hand) * Incorporate whaiora, family/whanau and significant others’ personal experiences and world view into the development of treatment plans, interventions, transition and discharge planning within the Multi-Disciplinary Team context * Co-ordinate ongoing whaiora and whanau involvement with the treating team at all stages of the whaiora’s recovery pathway. * Participate in the development of Core Documents (suicide, violence, HCR20, other risks and other needs) * Make appropriate referrals in relation to identified needs and risks based on MDT consultation and assessment. * Assist whaiora, family/whanau and significant others to get accurate information and literature on diagnoses, treatments and pharmacological interventions. * Acts as a DAO under The Mental Health Act 1992 when required, after suitable training and authorisation. * Identifies bio-psycho-social needs that impact on wellbeing * Completing referrals to agencies to address any gaps in service provision. |
| **Professional** | * Incorporates the principles of recovery into practice. * Records all whaiora and whaiora related interactions in accordance with service policies and procedures ensuring these are adhered to, i.e. SAP, CCDM etc * Uses referral processes in situations of abuse, neglect or violence according to legislation, i.e. Eprosafe via Family Safety Team and Oranga Tamariki notification. * Maintains accountability for individual practice responsibilities by attending admin supervision, Annual performance appraisal processes, * attend mandatory trainings, monthly clinical supervision and social work forums. |
| **Multi-disciplinary team, Teamwork and Communication** | * Maintains regular contact with Lived experience team and Family-whanau Advisors. * Maintains professional contact with health and social service providers for Forensic/IDPH group. * Facilitates meetings of relevant health and social service providers around care planning. * Liaises with care and protection and family violence agencies in health and social services. * Identifies the Social Work role in relation to the team objectives and shares responsibilities for team outcomes. |
| **Professional Development** | * Identifies particular areas of knowledge and understanding from the recovery approach and addresses these in supervision and professional development programme. * Sets goals for professional development based of performance review, specifically Adult teaching training, Active Bystander training, courageous conversations training, Supervision training (as supervisee and supervisor). * Updates and reviews knowledge of health interventions and social work theories, techniques and technologies and reflects this in clinical practice and supervision contract. * Maintains a Continuing Professional Development Log as required by SWRB. * Has a supervision contract and attends supervision. |
| **Leadership and Professionalism** | * Prioritises workload and meets service timeframes. * Recognises own limitations and seeks support as appropriate. * Actively defines and reviews clinical/professional issues and learning needs which are reflected in the supervision contract. * Supports the practice of others in particular in relation to assessment and interventions. * Ensures that whaiora rights are maintained. * **Maintains a current APC** |
| **Cultural Safety** | * Clinical/professional practice and documentation reflects Treaty of Waitangi principles. * Explores bi-cultural issues in practice and builds effective contact with Pukenga Atawhai, including attendance of Manuhiri Day as part of Onboarding. * Gains knowledge and understanding of whaiora socio-economic context, culture and beliefs and incorporates these into practice including cultural supports and resources into treatment provision via social work assessment. |
| **Health and Safety** | * Promotes safe practices in work place in line with workplace organisational policies and procedures. * Acts as a role model in maintaining health and safety standards. * Has an awareness of impact of processes/interventions on safety of whaiora. |

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| **HEALTH AND SAFETY:** |
| * Observe all Health New Zealand / 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 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 Health New Zealand / 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**. * Act as a role model to maintain health and safety standards. * Has an awareness of impact of processes/ interventions on safety of consumers and staff. |

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| **QUALITY AND IMPROVEMENT:** |
| Every staff member within Health New Zealand / 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:   * Critically evaluate current research literature on professional social work and share this information with others. * Participate in evaluation and outcome measurements and incorporates recommendations into clinical practice, i.e. HoNoS, START, HCR20. * Participate 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. |

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| **EDUCATION, SKILLS AND EXPERIENCE:** |
| **Education / Registration:**   * Professional qualification in Social Work recognised by Social Work Registration Board. * Commitment to ongoing professional development.   **The applicant will either be:**   1. **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.**   1. **An applicant applying from overseas and**    1. **Holds a current Annual Practicing Certificate issued under the Social Workers Registration Act (2019) or**    2. **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)   **Skills:**   * Computer literate * Full drivers licence * Excellent time management and documentation * Excellent 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. |

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| **PERSONAL ATTRIBUTES:** |
| * Constructive and effective interpersonal communication * Effective conflict resolution skills * Ability to build therapeutic relationship with whaiora and their whanau * Ability to establish effective working relationships and to work constructively within a Multi-disciplinary Team. * Effective decision making and 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 commitment to biculturalism and working with culturally and linguistically diverse persons. * Ability to work together and work smarter in a truthful, helpful, innovative and proactive manner. * Accepts responsibilities for actions and is open to constructive feedback for ongoing learning. * Ability to focus professional practice using the seven real skills for mental health workers. |

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| **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 I 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 polices 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.