

POSITION DESCRIPTION

03/04/2024

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

HNZs 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, Older Persons Health, and Rehabilitation

REPORTS TO (Title):

Clinical Manager Social Work, Burwood Hospital

LOCATION:

Burwood Hospital

PRINCIPAL OBJECTIVES

To provide a purposeful social work service, as part of an interdisciplinary team working in a rehabilitation area within the hospital and associated community.

To provide comprehensive social work assessment for clients at Burwood Hospital. You will also provide as required, social work intervention and support services by working with and linking together the client, family/whanau, caregiver, relevant community agencies and the interdisciplinary team.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients).

INTERNALLY:

1	Clients/whanau/caregivers.
2	Service Area Charge Nurse Manager or equivalent.
3	Nurse Specialists and/or Clinical Managers.
4	Social Work colleagues across Older Persons Health and Rehabilitation.
5	Other Hospital Staff and CDHB as required.

EXTERNALLY:

1	Funding and support agencies, eg ACC, WINZ, Lifelinks.
2	General Practitioners, Public Health Organizations, and their staff.
3	Community organisations and support groups relevant to the service.
4	Professional social work organisations and social work training organisations.

KEY PERFORMANCE OBJECTIVES:

Task	Is responsible for the provision of Social Work Services to designated areas of work within Older Persons Health and Rehabilitation settings.
Expected Result	• Work in accordance with Social work protocols developed for the service in relation to inpatient assessment & rehabilitation, and associated community areas of work. • Social work assessments, interventions, discharge and rehabilitation planning are carried out in accordance with professional social work standards and service requirements for cases referred. • A consultation service is available to the service and community. • Work is recorded in clinical and social work notes. • Requests for information actioned and reports provided on time. • Clients receive a satisfactory service as indicated by consumer surveys.
Task	Is a functional member of the designated service area
Expected Result	• Referrals are responded to within established guidelines for any area. • Patient related contact time falls within baselines established and accepted by Social Work Services and the General Manager. • Statistics are kept according to service requirements and where directed. • Attends and contributes to service administration and development meetings. • Contributes to service area protocols. • Service Manager or Clinical Manager is aware of the social work perspective in matters pertaining to the service, and is advised promptly about clinical and professional issues. • Participates in audits and other quality assurance initiatives if they occur at times of work in any service. • Is involved with community services specific to the rehabilitation area as required, and when resources permit.
Task	Is a functional member of the multidisciplinary team in the designated service area.
Expected Result	• Attends and contributes to interdisciplinary team meetings and case management consultations. • Networks with the community on behalf of the team. • Attends in service training where necessary and appropriate. • Can contribute to interdisciplinary protocols. • Uses appropriate channels and forms in order to communicate within interdisciplinary or multidisciplinary teams.

Task	Is a functional member of the Professional Social Work group across the OPH & R division
Expected Result	• Attends regular social work team meetings when they occur concurrent with rostered hours. • Systems negotiated for professional supervision / consultation, professional development and accountability, with supervision / contract reviewed 6 monthly. • Professional practice is kept updated. • Contributes to departmental productivity and efficiency measurement on a regular and timely basis. • Actively contributes to the development of social work students. • Attends in service programmes where appropriate.
Task	Any other tasks which may be negotiated with the General Manager from time to time.
Expected Result	• Social Workers within Older Person's Health, and Rehabilitation, may be primarily employed in a specific area. However, they may be required at certain times to work in other service areas consequent with their experience and abilities. • There may be requirements to provide cover for other Social Workers on leave, and there could be occasions on which weekend work is required in any or all areas of the hospital.
Task	Undertaking of legal responsibilities.
Expected Result	• The client/carer informed of the process of the Protection of Personal and Property Rights Act 1988 or other relevant legislation where appropriate. • Ensure client/family has relevant information and all documentation is completed.
Task	To act as an advocate for the client as an individual and the client group as a whole.
Expected Result	• The social worker works within the Privacy Act and the Health and Disability Code. • Client right to confidentiality is observed. • Client/carers needs and wishes regarding religious, cultural and social needs as ascertained. • Individual choice is maintained wherever possible. • A social work perspective is available for the formulation of policy covering the impact of issues on clients and carers. • Liaison with Older Persons Health Privacy Officer and information released is given with permission of the client or, if appropriate, their next of kin. • Informal feedback. • Information provided as requested.
Task	To maintain an environment conducive to the needs of the client.
Expected Result	• The social worker provides the client with privacy and meets their religious, cultural and social needs. • Privacy, religious, cultural and social needs are addressed.

HEALTH & SAFETY:

- Observe all HNZ 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 HNZs 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:

- Staff members within HNZ are 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

- Registration under the Social Workers Registration Act 2003 with current APC. Exceptions only for overseas applicants.
- Good written and verbal communication skills.
- Good interpersonal skills, with ability to form relationships with clients and families under stress.
- Ability to prioritise work, manage caseload and define boundaries.
- Flexibility to cope with change.
- Advocacy skills.
- Cultural awareness and sensitivity.
- Initiative.
- Ability to consult.
- Computer literate.

Desirable

- Membership of Aotearoa New Zealand Association of Social Workers.
- A minimum of 2 years' experience post qualification.
- An understanding and working knowledge of the issues of ageing and the framework of New Zealand's disability health service delivery.
- Experience working with elderly.
- Ability to work well in a multidisciplinary team.
- Ability to engage in goal directed casework.
- Individual family and group work skills.
- An understanding of InterRAI assessments.

OTHER ATTRIBUTES:

- Knowledge of social work within the health setting and social work experience within a rehabilitation area.
- Awareness of the needs of those disabled by disease process and/or accidental trauma.
- Knowledge of resources and appropriate community networks which support the consumer groups being rehabilitated.
- Understanding of the business objectives of Health New Zealand, Te Whatu Ora and Social Work as it exists within that service.
- New Zealand driver's licence.

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.

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.