

POSITION DESCRIPTION: SWiS SOCIAL WORKER

HOURS: 40 hours per week

AREA: Whanganui, Waverley, Rangitīkei

ACCOUNTABLE TO: Executive Officer

OTHER KEY RELATIONSHIPS

jigsaw whanganui Team Lead Social Workers in Schools

PRIMARY OBJECTIVE:

To enhance the life outcomes for children whose social and family circumstances place at risk their chances of achieving positive education, social and health outcomes

KEY AREAS OF RESPONSIBILITY:

1. **Social Work with whānau, families and children**
2. **Partnership with cluster schools**
3. **Group Programmes**
4. **Community relationships**
5. **Administration**
6. **Professional Development**

1. **Social Work with whānau, families and children**

- Implement the SWiS social work process (attached)
 - + Receive referrals and complete initial assessment promptly
 - + Undertake strengths and needs assessments with referred whānau and family
 - + Support children, family and whānau develop goals and plan for how these goals will be achieved
 - + Assist children, whānau and families review and assess plan progress
 - + Close service with children, whānau and families appropriately
- Continually assess and address children's safety
- Actively promote non-violent parenting practices
- Work to eliminate family violence and raise awareness of the impact of family violence for children, families and whānau
- Involve and make referrals to wider supports as appropriate
- Advocate for children, whānau and families
- Undertake roles in the Whanganui Children's Team (Lead Professional and Child's Action Network) as required by agency management
- Attend Family Group Conferences, Case Conferences, whānau and family meetings, review meetings and other client related meetings as necessary.
- Work within ANZASW Code of Ethics, SWiS Service Guidelines, *jigsaw whanganui* Policies Procedures at all times

2. PARTNERSHIP WITH CLUSTER SCHOOLS

- Build and maintain a visible presence at each cluster school
- Establish and maintain trusting relationships with leaders and staff in cluster schools appreciating the uniqueness of each school
- Ensuring clarity regarding the SWiS role
- Alongside the school promote the SWiS service to students, their whānau and families
- Work to reduce barriers, especially social barriers, to children's learnings
- Support families and whānau maintain effective relationships with their schools

3. GROUP PROGRAMMES

- In liaison with *jigsaw whanganui* and schools identify group activities that provide social development opportunities for children and their whānau and families
- Co-ordinate the delivery of agreed programmes/activities
- Develop, design and run approved programmes/group activities to meet clearly agreed outcomes
- Ensure appropriate review and evaluation processes for all programmes/group activities
- Ensure all programme materials and resources are properly stored and cared for

4. COMMUNITY RELATIONSHIPS

- Represent the SWiS programme when required and act in a manner that promotes *jigsaw whanganui* mission, philosophy and values
- Educate and network with other agencies to increase understanding of issues related to whānau and enhance SWiS programme
- Maintain up to date knowledge of community supports, networks and resources
- Make this information readily available to cluster schools, whānau and families

5. ADMINISTRATION

- Collect and maintain up to date information in the Client Management System, including all client and practice information (referrals, assessment, planning, reviewing, case closure)
- Ensure contract reporting requirements can be met from information collected
- Ensure information is collected and stored in accordance with *jigsaw whanganui* privacy policy, in particular Principle 3 of the Privacy Act
- Ensure agency equipment and resources are used appropriately
- Ensure leave forms, time-sheets and travel claims are accurate, submitted on time and adhere to agency policy
- Provide information and advice to cluster meetings to enable good review and development of the SWiS programme

6. PROFESSIONAL DEVELOPMENT

- Practice active reflection of social work practice
- Maintain and demonstrate a commitment to ongoing professional development
- Actively participate in regular professional supervision as per *jigsaw whanganui* policy and SWiS policy
- Consult with social work co-ordinator as appropriate

- Attend relevant on-going professional development in consultation with Executive Officer
- Participate in performance reviews and service evaluations
- Attend and participate in team meetings and staff development sessions
- Maintain registration with the NZ Social Workers Registration Board and membership of an appropriate professional body (e.g. ANZASW)