

# POSITION DESCRIPTION SOCIAL WORKER

## PRIMARY OBJECTIVE:

To assist the organisation in meeting its goal of delivering an effective, accessible and professional home-based social work service to whānau and families.

## KEY AREAS OF RESPONSIBILITY:

1. **Social Work with Whānau and Families**
2. **Administration**
3. **Professional Development**
4. **Supervision**
5. **Liaison, Agency representation**

## 1. SOCIAL WORK WITH WHANAU and FAMILIES

- ❖ Be adequately informed of family needs and relevant information by Reading *Request for Service* and other relevant information
- ❖ Discuss with Practice Manager
- ❖ Follow up with appropriate other individuals and services with consent
- ❖ Undertake thorough initial visit/s with families establishing their needs and the contexts of these, their aspirations, hopes, goals
- ❖ Establish clear plans with families specifying agreed tasks to work on that support families to achieve desired change
- ❖ Support, educate and assist in development of necessary skills within the family as per client plan
- ❖ Actively promote and advocate for the safety of children and non-violent parenting practices as per agency policy
- ❖ Work to eliminate family violence and raise awareness of the impact of family violence for children, families, whanau and communities
- ❖ Work in collaboration with other services, adhering to agency policy regarding informed consent and safety
- ❖ Undertake roles in the Whanganui Children's Team (Lead Professional and Child's Action Network) and Strengthening Families as required by agency management
- ❖ Attend Family Group Conferences, case consults, whanau and family meetings, review meetings and other client related meetings as necessary.
- ❖ Advocate for whānau, families and their children; assist them to access resources and build networks of support
- ❖ Ensure Jigsaw Whanganui policies regarding client privacy are maintained
- ❖ Work within ANZASW Code of Ethics, Jigsaw Whanganui Code of Ethics, Procedures and Policies

## 2. ADMINISTRATION

- ❖ Keep all client information up-to-date in the agency's client management system
- ❖ Review progress of plans and goals with whānau and families
- ❖ Complete final evaluations with whānau and families
- ❖ Ensure Practice Manager has knowledge of family plans, goals, reviews and progress of whānau and families
- ❖ Ensure leave applications, time-sheets and travel claims are accurate, submitted on time and adhere to agency policy

### **3. PROFESSIONAL DEVELOPMENT**

- ❖ Actively reflect on social work practice
- ❖ Maintain and demonstrate a commitment to ongoing professional development
- ❖ Attend relevant on-going professional development after consultation with Executive Officer
- ❖ Attend and actively participate in all staff development sessions organised by Executive Officer
- ❖ Participate in performance reviews and agency evaluations
- ❖ Attend and participate in team meetings
- ❖ Attend and participate in organisation meetings as required
- ❖ Maintain competency for SWRB registration

### **4. SUPERVISION**

- ❖ Attend and participate in regular case management supervision with Practice Manager
- ❖ Participate in external supervision as necessary in consultation with or when directed by Executive Officer
- ❖ Participate in Peer Supervision as organised and directed by Executive Officer
- ❖ Co-work with other Jigsaw Whanganui staff and/or students as directed and supervised by Executive Officer and Practice Manager

### **5. AGENCY REPRESENTATION & AGENCY ACCOUNTABILITY**

- ❖ Support and assist the agency's collaborations with other services to increase the safety and wellbeing of tamariki and children
- ❖ Educate and network with other agencies to increase understanding of issues related to whānau and enhance social work role
- ❖ Ensure up to date personal knowledge of community resources
- ❖ Ensure the integrity of Jigsaw Whanganui is maintained when representing the agency, promoting our mission, philosophy and values
- ❖ Work within agency policies, procedures and position description
- ❖ Protect organisational and client confidentiality unless there is a risk to safety. Follow agency policy and procedure in the event of a safety issue