



kaupapa whānau – thriving children, flourishing families

POSITION DESCRIPTION: SOCIAL WORKER

| | |
|---------------------------|--------------------------------------------|
| HOURS (Full time): | 40 hours per week |
| RESPONSIBLE TO: | TEAM LEADER SOCIAL WORK |
| RESPONSIBLE FOR: | N/A |
| AREA: | Whanganui, Waverley, Rangitikei, Waimarino |

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 by providing high quality therapeutic social work

KEY AREAS OF RESPONSIBILITY:

- 1. Social Work with Whānau and Families**
- 2. Administration**
- 3. Professional Development**
- 4. Supervision**
- 5. Community Relationships**
- 6. Agency Commitments**

1. SOCIAL WORK WITH WHĀNAU, FAMILIES AND CHILDREN

- Follow Jigsaw Whanganui's process for receiving and following up requests for service
- 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

- Continually assess and address children's safety and wellbeing
- 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, whānau and communities
- Work in collaboration with other services, adhering to agency policy regarding informed consent and safety
- Attend case consultations, whānau 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
- Protect organisational and family confidentiality. Follow agency policy and procedure in the event of a safety concern
- Work within ANZASW Code of Ethics, Jigsaw Whanganui, Procedures and Policies

2. SUPERVISION

- Attend and participate in regular case management supervision with Team Leader
- Participate in external supervision as per agency policy
- Participate in peer supervision as per agency policy
- Co-work with other Jigsaw Whanganui staff and/or students as directed and supervised by Team Leader and/or Executive Officer

3. ADMINISTRATION

- Collect and maintain up to date information in the Client Management System, including all client and practice information (referrals, assessment, planning, case notes, reviewing, case closure)
- Complete final evaluations with whānau and families
- Ensure Team Leader has knowledge of family plans, goals, reviews and progress of whānau and families
- Ensure agency equipment and resources are used appropriately
- Ensure leave applications and travel claims are accurate, submitted on time and adhere to agency policy

4. COMMUNITY RELATIONSHIPS

- Ensure the integrity of jigsaw whanganui is maintained when representing the agency, promoting our mission, philosophy and values

- Support and assist the agency's collaborations with other services to increase the safety and wellbeing of tamariki and children
- Represent the agency when required and act in a manner that promotes Jigsaw Whanganui's mission, philosophy and values
- Educate and network with other agencies to increase understanding of issues related to whānau
- Ensure up to date personal knowledge of community resources
- Work within agency policies, procedures and position description

5. PROFESSIONAL EXCELLENCE

- Actively reflect on social work practice
- Maintain and demonstrate a commitment to ongoing professional development
- Attend and actively participate in all staff development sessions
- Participate in performance reviews and service evaluations as per agency procedures
- Attend and participate in organisation meetings as required
- Maintain competency for SWRB registration

7. AGENCY COMMITMENTS

- Attend team hui
- Uphold agency kaupapa, tikanga and values