



POSITION DESCRIPTION: SOCIAL WORKER

HOURS (Full time):	40 hours per week
RESPONSIBLE TO:	PRACTICE LEADER – SWIS or IHBSW
RESPONSIBLE FOR:	N/A
AREA:	Whanganui, Waverley, Rangitikei

PURPOSE OF THE POSITION:

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 (Social Worker in Schools only)**
- 3. Group Programmes (Social Worker in Schools only)**
- 4. Supervision**
- 5. Administration**
- 6. Community Relationships**
- 7. Professional Development**
- 8. 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 and whānau and communities
- Involve and make referrals to wider supports as appropriate
- Attend case consultations and 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, SWIS Service Guidelines, Jigsaw Whanganui policies and procedures at all times

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

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
- Represent the SWIS service 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
- Maintain up to date knowledge of community supports, networks and resources and make this information readily available to cluster schools, whānau and families

- Provide information and advice to SWIS cluster meetings to enable good review and development of the SWIS service

5. PROFESSIONAL DEVELOPMENT

- 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

6. AGENCY COMMITMENTS

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