

**Position Description**

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| **Position:** | **Social Worker - Home-based Family Support** |
| **Direct reports:** | None |
| **Reports To:** | Team Leader |
| **Approved Date:** | 02 December 2022 |
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**Vision and Values**

Anglican Family Care’s vision is for strong, connected and thriving whānau and tamariki.

Anglican Family Care values:

* Whanaukataka / Facilitating relationships, creating a sense of belonging, strengthening and enhancing connections
* Kotahitaka / Building common purpose, shared direction, togetherness, and unity
* Manaakitaka / Enhancing mana through care, generosity, and respect
* Mahi Tahi / Working together with shared commitment, skills, and knowledge
* Whakahirahira / Inspiring people to grow and be their best, building on their strengths
* Awhinataka / Guiding, supporting, and nurturing people with empathy and humility

Anglican Family Care is a social services agency that has served the people of Otago since 1970.

Our mission is to work together with Otago whānau to make change that inspires hope for a better future.

**Purpose**

The purpose of this position is to:

1. Provide an intensive home-based social work service that develops the strengths of whānau and assists them to make changes.
2. Support parents/caregivers to provide a secure and nurturing environment for their children and identify concerns regarding the safety and wellbeing of children and young people.
3. Provide alternative care for children and young people where there are significant degree of family stress and/or care and protection concerns in relation to a child or young person that can be identified under section 14 of the Oranga Tamariki Act 1989.

**Key Responsibilities**

The table below provides an overview of the key responsibilities for this position in the form of deliverables and expected outcomes. The deliverables outlined are presented as included in, but limited to the role.

| **Deliverable** | **Expected Outcomes** | |
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| 1. **Service Delivery** | | |
| Assess the whānau situation and identify significant factors impacting on the whānau | Whānau become aware of factors contributing to their situation | |
| Identify care and protection concerns for children and young people | Care and protection issues are recognised and appropriate interventions implemented | |
| Children are at the centre and are the primary consideration of the intervention | The safety and well-being of children and young people is the paramount consideration | |
| To work with the whānau to develop a plan | * Plans are monitored commensurate with programme specifications * Clear goals are set and reviewed regularly * Whānau work towards the goals they have identified * Whānau have been part of decision making | |
| Provision of Alternative Care | * Agreed plans are worked through so that whānau functioning is improved and children or young people can return home * Timeframes are adhered to * The requirements of the Oranga Tamariki Act 1989 are met in terms of care agreements | |
| Where care is required, develop intervention plans that are time limited, have clear outcomes and are consistent with the requirements of the Oranga Tamariki Act 1989 | * Children and young people placed in care are provided with care that ensures their safety and wellbeing * Legal requirements are met | |
| 1. **Resources/Advocacy** | | |
| Work alongside whānau offering a combination of parenting education, support, advocacy, information on whānau and community resources and referral to other services | | * Whānau develop their own strengths and increase their ability to effectively use community support systems * The wellbeing of the children and their whānau is enhanced |
| 1. **Working Relationships** | | |
| Develop and maintain working relationships with other professionals working with the whānau | * Co-operation between workers is evident * Referrals are being made to Strengthening Families where appropriate * Evidence of Case Conferencing/Case Consulting when a group of professionals is working with a whānau where applicable | |
| Work with and maintain strong relationships within the Home-based team and the wider Anglican Family Care team | * Participation in team meetings, supervision and training * Effective communication and respect between team members is apparent | |
| 1. **Recording & Reporting** | | |
| Record information as required by the Agency | * Agency standards are met * Professional case notes are recorded and filed appropriately in the Exess Care Management Systems * PCOMS is recorded on BON where applicable * Reports and correspondence are written to a required standard | |
| 1. **Professional Development** | | |
| Attend supervision as required | * Caseloads are manageable * Professional development and practice issues are identified * Practice is supported and sustained | |
| Attend relevant training | * Skills and knowledge enhanced * Be informed of current community services * Awareness of relevant social and community issues * Professional memberships (where applicable) are maintained in accordance within specified timeframes | |
| 1. **Other Duties** | | |
| Any other duties from time to time as negotiated with the Team Leader | |  |

**Scope of Responsibilities**

The **Social Worker - Home-based Family Support** is providing a social work service to whānau with children/young people 0-17 years old and the provision of alternative care in accordance with accreditation standards and Home-based Family Support Practice Guidelines.

**Health and Safety**

Anglican Family Care is committed to achieving the highest level of health and safety for its staff. All employees are expected to take the initiative to identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee the health and safety of staff members and colleagues as well as your own, are your responsibility. You are expected to work safely and to adhere to all agency Health and Safety Policy and Procedures. It is expected that you will report all accidents or potential hazards to your direct line manager.

**Te Tiriti o Waitangi**

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the agency’s bi-cultural journey and wider organisation’s vision to be a treaty-responsive organisation.

**Partners for Change Management System (PCOMS)**

PCOMS may be used in Anglican Family Care services as an approach to enhance client/worker relationships, honour the client’s voice and their theory of change, and demonstrates outcomes across client populations and settings.

**Person Specification**

An Overview of the person specifications for this role is as follows:

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| **Area** | **Essential** | **Desirable** |
| **Qualifications or Education:** | A qualification in Social Work, that meets the requirements of Social Worker registration |  |
| **Experience & Knowledge:** | * Understanding of social work processes, roles and models * Knowledge of children/human growth and development * Understanding of whānau dynamics; including issues of power and domestic violence * Understanding and awareness of how multiple and complex issues impact on whānau e.g. poverty, drug and alcohol, family violence * Able to show the application of professional social work values * Able to deliver culturally sensitive and responsive services to Maori, Pacific Island and other ethnic groups * Ability to work co-operatively as an effective team member * A sound knowledge of indicators of child abuse * Knowledge of family violence, mental health and alcohol and drug abuse * Well-developed assessment skills * Possesses advocacy skills and ability to access resources * Ability to develop and maintain records and good report writing skills * High degree of computer literacy as casework is entered on a database * Able to recognise and manage stress * A good knowledge of parenting and child development * An understanding of the definition of a child in need of care and protection under the Oranga Tamariki Act 1989 * Well-developed communication and inter-personal skills * A current full New Zealand Driver Licence is essential |  |
| **Skills/Attributes:** | * Positive attitude towards others * Warmth * Practical and common-sense approach to problems * Sense of humour * Ability to look after one’s self * Willingness and ability to learn and be challenged * Creativity * An awareness of when to consult or ask for help * Able to maintain confidentiality * Total honesty and integrity * Well organised * Empathy * Task oriented * Non-judgemental | |

**Personal Competencies**

The competencies for the role are determined by applying the SHL Unified Competency Framework. The competencies specific to this role are as follows:

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| --- | --- | --- |
| **Competency** | **Essential** | **Desirable** |
| 2.1 Working with People | ✓ |  |
| 3.1 Relating & Networking | ✓ |  |
| 3.2 Persuading & Influencing | ✓ |  |
| 3.3 Presenting & Communicating Information | ✓ |  |
| 4.1 Writing & Reporting | ✓ |  |
| 5.1 Learning & Researching | ✓ |  |
| 5.2 Creating & Innovating | ✓ |  |
| 5.3 Formulating Strategies & Concepts | ✓ |  |
| 6.1 Planning & Organising | ✓ |  |
| 6.2 Delivering Results & Meeting Customer Expectations | ✓ |  |
| 6.3 Following Instructions & Procedures | ✓ |  |
| 7.1 Adapting & Responding To Change | ✓ |  |
| 7.2 Coping With Pressures & Setbacks | ✓ |  |
| 8.1 Achieving Personal Work Goals & Objectives | ✓ |  |

**Other attributes/factors necessary for this position:**

* Is able to handle sensitive and/or confidential information and/or act appropriately within the varying environments and situations required of the position.
* Is able to work outside of standard hours as negotiated to meet the needs of clients in situations that have not been planned.

*I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood this position description and I am aware of the responsibilities, requirements and duties of the role and I accept this position*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:*

***Manager***

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*