



## Position Description

<b>Position:</b>	Social Worker - Home-based Family Support / Family Start Rural
<b>Direct reports:</b>	None
<b>Reports To:</b>	Team Leader
<b>Approved Date:</b>	25 July 2019

### Vision and Values

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

Anglican Family Care values:

- Whanaukataka / Sense of Family
- Kotahitaka / Common Purpose
- Manaakitaka / Looking After People
- Mahi Tahi / Working Together
- Whakahirahira / Excellence
- Awhinatata / Stewardship

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.

### Position Purpose

Provide an intensive home-based social work service that develops the strengths of whānau and assists them to make changes.

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.

Enhance children's health, education and social outcomes.

Deliver the Parenting Resource to Family Start clients.

## Key Responsibilities and Expected Results

Key Responsibilities	Expected Results
<b>1. Service Delivery</b>	
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
<ul style="list-style-type: none"> <li>• Maintain a focus on child safety, while working with the whānau to identify their needs, strengths and capabilities by modelling positive parent/child interaction and assisting in the development of good parent/child relationships</li> <li>• For Family Start programme complete child safety tools</li> </ul>	<ul style="list-style-type: none"> <li>• Whānau are able to learn and apply new parenting skills and improve parent/child relationships</li> <li>• Children are safe and protected from harm</li> </ul>
To work with the whānau to develop a plan	<ul style="list-style-type: none"> <li>• Plans are monitored commensurate with programme specifications</li> <li>• Clear goals are set and reviewed regularly</li> <li>• Whānau work towards the goals they have identified</li> <li>• Whānau have been part of decision making</li> </ul>
<b>2. Resources/Advocacy</b>	
Work alongside whānau offering a combination of parenting education, support, advocacy, information on whānau and community resources and referral to other services	<ul style="list-style-type: none"> <li>• Whānau are supported to access resources and services when required</li> <li>• Whānau develop their own strengths and increase their ability to effectively use community support systems</li> <li>• The wellbeing of the children and their whānau is enhanced</li> </ul>
For Family Start programme provide whānau with the Parenting Resource	<ul style="list-style-type: none"> <li>• The Parenting Resource is delivered as prescribed by the Family Start programme specifications</li> </ul>
For Family Start programme assist parents with access to suitable health care	Parents and babies/children have access to healthcare: <ul style="list-style-type: none"> <li>• Primary care enrolment</li> <li>• Immunisations</li> <li>• Oral health care</li> <li>• GP and hospital</li> <li>• Well Child Checks</li> </ul>

<b>3. Working Relationships</b>	
Develop and maintain working relationships with other professionals working with the whānau	<ul style="list-style-type: none"> <li>• Co-operation between workers is evident</li> <li>• Referrals are being made to Strengthening Families where appropriate</li> <li>• Evidence of Case Conferencing when a group of professionals is working with a whānau</li> </ul>
Work with and maintain strong relationships within the Rural team and the wider Anglican Family Care team	<ul style="list-style-type: none"> <li>• Participation in team meetings, group supervision and training</li> <li>• Effective communication and respect between team members is apparent</li> </ul>
<b>4. Recording &amp; Reporting</b>	
Record information as required by the Agency	<ul style="list-style-type: none"> <li>• Agency standards are met</li> <li>• Professional case notes are recorded and filed appropriately in the relevant case management system</li> <li>• PCOMS is recorded on BON where applicable</li> <li>• Reports and correspondence are written to a required standard</li> </ul>
<b>5. Professional Development</b>	
Attend supervision as required	<ul style="list-style-type: none"> <li>• Caseloads are manageable</li> <li>• Professional development and practice issues are identified</li> <li>• Practice is supported and sustained</li> </ul>
Attend relevant training	<ul style="list-style-type: none"> <li>• Skills and knowledge enhanced</li> <li>• Be informed of current community services</li> <li>• Awareness of relevant social and community issues</li> <li>• Professional memberships (where applicable) are maintained in accordance within specified timeframes</li> </ul>
<b>6. Other Duties</b>	
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.

The Whānau Worker - Family Start is providing an intensive home-based programme to whānau from 12 weeks gestation up to 5 years old in accordance with accreditation standards and Family Start Manual.

## 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 Policies and Procedures. It is expected that you will report all accidents or potential hazards to your direct line manager.

## Treaty of Waitangi

Anglican Family Care is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the articles as well as the principles of the Treaty of Waitangi – Partnership, Participation and Protection.

## 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:

Area	Essential	Desirable
<b>Qualifications or Education:</b>	A qualification in Social Work, that meets the requirements of Social Worker registration	
<b>Experience &amp; Knowledge:</b>	<ul style="list-style-type: none"><li>• Understanding of social work processes, roles and models</li><li>• Knowledge of children/human growth and development</li><li>• Understanding of whānau dynamics; including issues of power and domestic violence</li><li>• Able to show the application of professional social work values</li><li>• Able to deliver culturally sensitive and responsive services to Maori, Pacific Island and other ethnic groups</li><li>• Ability to work co-operatively as an effective team member</li><li>• A sound knowledge of indicators of child abuse</li><li>• Knowledge of family violence, mental health and alcohol and drug abuse</li><li>• Well-developed assessment skills</li><li>• Possesses advocacy skills and ability to access resources</li></ul>	

	<ul style="list-style-type: none"> <li>• Ability to develop and maintain records and good report writing skills</li> <li>• High degree of computer literacy as casework is entered on a database</li> <li>• An awareness of reality of whānau life</li> <li>• Able to recognise and manage stress</li> <li>• A good knowledge of parenting and child development</li> <li>• An understanding of the definition of a child in need of care and protection under the Oranga Tamariki Act 1989</li> <li>• Well-developed communication and inter-personal skills</li> <li>• A current full New Zealand Driver Licence is essential</li> </ul>	
<p><b>Skills / Attributes:</b></p>	<ul style="list-style-type: none"> <li>• Positive attitude towards others</li> <li>• Warmth</li> <li>• Practical and common-sense approach to problems</li> <li>• Sense of humour</li> <li>• Ability to look after one's self</li> <li>• Willingness and ability to learn and be challenged</li> <li>• Creativity</li> <li>• An awareness of when to consult or ask for help</li> <li>• Able to maintain confidentiality</li> <li>• Total honesty and integrity</li> <li>• Well organised</li> <li>• Empathy</li> <li>• Task oriented</li> <li>• Non-judgemental</li> </ul>	

## 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:

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 needed 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: \_\_\_\_\_