



Position Description

Position:	Caregiver Liaison Social Worker
Direct reports:	None
Reports To:	Team Leader
Approved Date:	20 September 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

Recruit, train, support and supervise a group of caregivers and kin caregivers who will provide placements for community referrals, and Oranga Tamariki (OT) in certain circumstances, such as social work units or fee for service authorised by the OT Site Manager.

Key Responsibilities and Expected Results

Key Responsibilities	Expected Results
1. Caregiver Group	
Alongside the Fundraising, Marketing and Communication team develop and maintain regular recruiting of caregivers	There is a consistent pool of caregivers available to meet the demand and the diverse range of placements required and to give effect to the provisions of section 7AA of the OT Act 1989
<ul style="list-style-type: none"> • Assessments are carried out in visits to the prospective caregiver's home (and the Anglican Family Care office if needed) with both adults (where applicable) • Home safety checks are completed 	<ul style="list-style-type: none"> • Caregivers understand the role and the expectations of the role • Caregivers are aware and consent to the assessment process and vetting requirements • Caregivers meet the level of maturity and stability required to care for and nurture children • Caregivers are aware of the impact of caregiving on their own children living in the home • The caregivers home meets the required health and safety standards
<ul style="list-style-type: none"> • Vetting and checking of prospective caregivers is undertaken with Police, medical, 2 referees and OT • Systems are in place for ongoing bi-annual police vetting, medical and OT checks. Police vetting is carried out for any person in the household 18 years and over; this includes anyone who is connected to the household on a regular basis or stays overnight. Caregivers undergo bi-annual assessment meetings. 	<ul style="list-style-type: none"> • Caregivers are assessed as appropriate to care for children and young people • Children and young people in care are safe • Legislative requirements and OT accreditation standards are met • Caregivers continue to meet the safety standards required • Any safety concerns for children and young people will be addressed
All caregivers will complete the caregiver induction training prior to taking placements	<ul style="list-style-type: none"> • Caregivers are well trained and confident to carry out their role • Caregivers understand the expectations of the role
Approval of kin/whānau placements will follow the same process as non-kin caregivers	All kin/whānau caregivers have undergone the same assessment and vetting processes as non-kin caregivers
<ul style="list-style-type: none"> • An assessment report is completed including a recommendation for approval as caregivers • Caregivers are approved by the Team Leader and Practice Manager, and receive a Letter of Approval 	Caregivers have met all the required standards and are able to accept placements

Key Responsibilities	Expected Results
<ul style="list-style-type: none"> Caregivers will agree to and sign the Caregiver Agreement document 	
Facilitate caregiver participation in ongoing caregiver training and development through the National Caregiver Training Programme	Caregivers have the opportunity and are encouraged to undertake ongoing professional development
<ul style="list-style-type: none"> Provision of bi-monthly supervision for each caregiver in their home when there is a child placed with them, and appropriate support at other times when needed Ensure that caregivers are aware that emergency afterhours contact is available 	<ul style="list-style-type: none"> Caregivers are supported and sustained in their role Caregivers are able to access support when crisis situations occur Advocacy is available in times of potential conflict Caregivers have access to support and advice in emergency situations that occur afterhours
Where an allegation is made against a caregiver the Anglican Family Care allegations process is put in place	<ul style="list-style-type: none"> Caregivers understand the process when an allegation is made Caregivers have access to support through Fostering Kids in the event of an allegation being made against them
Caregivers are familiar with relevant Anglican Family Care Health & Safety policies and procedures	Caregivers follow relevant Health & Safety processes
Agency practice in relation to caregiving is within National Care Standards	Anglican Family Care meets all requirements of National Care Standards
2. Administration	
Complete all the administrative tasks and recording involved with the caregiver service, including maintaining records in the Exess database	<ul style="list-style-type: none"> Caregiver files are kept up to date Accreditation standards are met Professional case notes are recorded and filed appropriately within specified timeframes Reports and correspondence are written to a required standard
3. Placements	
Assist the Home-based Family Support social workers find appropriate placements for children/young people requiring care	<ul style="list-style-type: none"> Placements are found as soon as practicable Placements are appropriate for the child/young person Ensure that Caregivers are supported in the setting up of new placements and receive all the necessary information and documentation – Pre placement information form and medical information

4. Working Relationships	
Work alongside and maintain strong relationships with the wider Anglican Family Care team	<ul style="list-style-type: none"> • Participation in team meetings • Effective communication across the agency is evident
5. Professional Development	
Participate in regular supervision	<ul style="list-style-type: none"> • Practice is supported and sustained • Professional development and practice issues are identified and worked through • Caseloads are manageable
Attend relevant training and professional development	<ul style="list-style-type: none"> • Skills and knowledge enhanced • Be informed of current community services • Awareness of relevant social and community issues
6. Other Duties	
Any other duties from time to time as negotiated with the Team Leader	

Scope of Responsibilities

The **Caregiver Liaison Social Worker** is responsible for recruiting, assessing, training and supporting a group of caregivers to provide care for children/young people 0 - 17 in accordance with OT Legislation (section 396), OT accreditation standards and National Care Standards.

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.

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.

Person Specification

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

Area	Essential	Desirable
Qualifications or Education:	A qualification in Social Work, that meets the requirements of Social Worker registration	
Experience & Knowledge:	<ul style="list-style-type: none"> • Well-developed communication and inter-personal skills • A current full New Zealand Driver Licence is essential 	
Skills / Attributes:	<ul style="list-style-type: none"> • Positive attitude towards others • Warmth • Practical and common-sense approach to problems • 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 orientated • 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:

Competency	Essential	Desirable
1.1 Deciding & Initiating Action		✓
1.2 Leading & Supervising		✓
2.1 Working with People	✓	
3.2 Persuading & Influencing	✓	
3.3 Presenting & Communicating Information	✓	
4.1 Writing & Reporting	✓	
4.3 Analysing		✓
5.1 Learning & Researching	✓	
5.2 Creating & Innovating		✓
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 cases of unforeseen circumstances and emergencies.

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: _____