



Job Description

Social Worker (0.8 FTE)

Psychiatry for Older People Services, Mental Health and Addiction Services

Position Title:	Social Worker
Organisation Unit:	Psychiatry for Older People Services (POPS), Mental Health and Addiction Services (MHAS)
Location:	Whangarei, Northland District Health Board (NDHB)
Responsible to:	Clinical Team Manager, POPS, NDHB
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide specialist social assessment and complex case-management for referred older people and their whānau. To provide expertise in social issues relevant to older people and to act as a key resource for both primary and secondary care services. To participate as an effective member of a multidisciplinary team dedicated to the health and wellbeing of older people

Functional Relationships

The Social Worker will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> Members of the multi-disciplinary teams within POPS and Health of Older People Wider MHAS within NDHB Ward Staff within the Hospital services Professional Leader of Social Work NDHB Social Workers Clinical Director and medical team, MHAS Leadership team, MHAS 	<ul style="list-style-type: none"> Clients, their families/whānau and significant others Rest Home or other residential facilities and support services for older people NGO, Community Groups, Government, Voluntary and Support Agencies and Iwi Groups General Practitioners and Practice Nurses

Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Northland DHB:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Social Worker encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Ensure that quality health social work is provided
- Individual responsibilities, actions and contributions enhance the success of the POPS service/team
- Assume responsibility for personal and professional/work education and development
- Actively contribute to Continuous Quality Improvement activities within the service
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
Ensure that quality health social work is provided	<ul style="list-style-type: none"> • Provides complex psychosocial assessment and intervention for clients and review the effectiveness of the interventions taken. • Identify priority of referrals in consultation with team. • Ensure the maintenance of high competency levels coupled with the delivery of professional standards of performance and conduct at all times in accordance with ANZASW Standards of Practice and Code of Ethics. • Ensure that the client, carer or family/whānau has all the information relating to resources/services/professionals available so an informed decision can be made. • Co-ordinate family and interagency meetings to assist in positive resolution for clients and their whānau/families. • Liaise with other health professionals ensuring relevant information is shared. • Direct clients to the organisation that can best meet their needs. • Act as an advocate for clients where appropriate. • Maintain client records and statistics correctly and in a timely manner. • Develop plans in partnership with the client/family/whānau/carer. • Liaise with community groups/agencies/professionals to facilitate effective utilisation of services/resources. • Practise effective time management, priority setting, co-ordination and communication skills. • Participate in health education strategies as appropriate and as requested. • Ensure safety of practice through participation in appropriate professional supervision.

Key Responsibility Area	Expected Outcomes
Individual responsibilities, actions and contributions enhance the success of the POPS/service/team	<ul style="list-style-type: none"> • Multidisciplinary approach is evident in planning and coordination of services. • Ensure the needs and views of the client and their whānau/family are fully represented at the multi-disciplinary team meetings. • Participates as a member of designated group(s). • Builds and maintains productive working relationships. • Provide education to multi-disciplinary team in areas of social work process or special interest. • Maintains a current knowledge of relevant issues, trends and practices. • To support others to acquire knowledge and skills.
Assume responsibility for personal and professional /work education and development	<ul style="list-style-type: none"> • Multidisciplinary approach is evident in planning and coordination of services. • Ensure the needs and views of the client and their whānau/family are fully represented at the multi-disciplinary team meetings. • Participates as a member of designated group(s). • Builds and maintains productive working relationships. • Provide education to multi-disciplinary team in areas of social work process or special interest. • Maintains a current knowledge of relevant issues, trends and practices. • To support others to acquire knowledge and skills.
Actively contribute to continuous quality improvement activities within the service	<ul style="list-style-type: none"> • Contribute to the service's continuous Quality Improvement by: • Identifying improvement opportunities and notifying the manager of these • Participating in the service's quality improvement activities • Complying with standards • Accidents, incidents, errors/omissions are acknowledged, reported and documented promptly to the Clinical Team Manager • Participate in the review of social work policy and procedures
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">Bachelors or Masters in Social WorkA current full drivers licenceANZASW Certificate of Competency, or a commitment to obtain sameSocial Work Registration, or a commitment to obtain same	

Experience

Essential	Desirable
<ul style="list-style-type: none">At least 5 years post-graduate experience to consolidate working knowledge and ability within the aged care settingExperience in working with individuals and families with diverse challenges	<ul style="list-style-type: none">Experience in working in a multidisciplinary setting.Experience working within Mental Health Services – preferably within POPS

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">Te Tiriti o Waitangi and its application to the health settingPrivacy Act (2020) and Health Information Privacy Code (2020)Health and Safety at Work Act 2015	<ul style="list-style-type: none">Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">Computer literateAbility to work autonomously and harmoniously within a multidisciplinary teamAbility to manage challenging and stressful situationsExcellent assessment skillsGood working knowledge of services for older people

Personal Attributes
<ul style="list-style-type: none">Genuine interest in working with older people and their whānau / familyWillingness to embrace changeInitiative and drive to make a differenceDemonstrated ability to practice in a culturally safe manner

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title _____

Signature of employee: _____

Date: _____