

## POSITION DESCRIPTION

### Position Details:

**Title:** Social Worker

**Team:** Adult Allied Health

**Reports to:** Clinical Lead – Social Work

**Location:** Auckland District Health Board

### Purpose of Position:

To provide a client / family / whanau centred, safe, effective, outcome focused and innovative Social Work service where the majority of your time is client related.

Specific objectives for your role will be agreed separately with your Team Leader (or their delegate) as part of your annual performance planning process.

### Key Accountabilities:

#### 1. Clinical Practice

- To be responsible for a clinical caseload as agreed with the practice supervisor and team leader
- To demonstrate effective clinical reasoning
- To demonstrate a contribution to the continuum of care by working in partnership with clients, key stakeholders, and agencies
- To assist clients / family / whanau to identify their needs and goals
- To maintain clinical and statistical records to organisational and professional body standards
- To demonstrate ability to work effectively within a clinical team
- To meet clinical competencies specific to service needs, position and profession

#### 2. Cultural

- To demonstrate in practice the principles of the Treaty of Waitangi – Partnership, Participation, Protection
- To demonstrate culturally safe practice that encompasses a diverse range of beliefs, values and practices

#### 3. Clinical Governance

- To demonstrate evidence based practice
- To understand and work within the ADHB quality framework
- To adhere to organisational policies and procedures and legislative requirements including those of the relevant professional body
- To adhere to professional standards of practice and code of ethics
- To participate and contribute to quality initiatives including clinical audit and research
- To contribute to service development activities
- To ensure relevant resources are used effectively, and be fiscally responsible

#### 4. Continual Professional Development

- In partnership, fulfil your own responsibilities within ADHB's performance review process
- To contribute to the development of ADHB's workforce
- To contribute to relevant student programmes
- To demonstrate leadership appropriate to expected level of practice

To adhere to the supervision process as outlined by the ADHB allied health supervision policy, specific to the service needs, position and profession.

<b>Authorities:</b> This position has the delegated authority as per the Policy manual.	
<b>Direct Reports (if applicable):</b> N/A	<b>Budget Accountability (if applicable):</b> N/A

<b>Relationships:</b>		
<b>External</b>	<b>Internal</b>	<b>Committees/Groups</b>
<ul style="list-style-type: none"> <li>➤ Other professional colleagues across the region and nationally and internationally as appropriate</li> <li>➤ Relevant training institutions</li> <li>➤ Support Groups</li> <li>➤ Professional Associations</li> <li>➤ Other healthcare providers</li> <li>➤ Statutory bodies (eg education services)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Family/Whanau</li> <li>➤ Practice Supervisor</li> <li>➤ Professional Leaders</li> <li>➤ Team Leader</li> <li>➤ Team Support</li> <li>➤ Chief Health Professions Officer</li> <li>➤ Service Manager</li> <li>➤ Other Allied health staff</li> <li>➤ Clinical Multidisciplinary team</li> <li>➤ Other ADHB Services</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quality &amp; Clinical Safety</li> <li>➤ Health &amp; Safety</li> <li>➤ Special interest groups</li> <li>➤ Any other relevant committees/groups</li> </ul>

PERSON SPECIFICATION		
Education & Qualifications	Essential	Desired
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• NZ Registered Social Worker or eligible for Registration in NZ</li> <li>• Current Annual Practising Certificate</li> <li>• Evidence of relevant ongoing learning</li> <li>• Current car driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Member of ANASW</li> <li>• Post graduate study / qualification in relevant clinical area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in family violence work</li> <li>• Experience in grief &amp; loss counselling</li> <li>• Experience in trauma work</li> <li>• Experience in using standardised assessment tools and outcome measures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in taking students</li> <li>• Experience in teaching</li> <li>• Experience in clinical audit / research</li> <li>• Experience of translating evidence into practice</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>• An understanding of bicultural issues and the Treaty of Waitangi</li> <li>• An understanding of clinical governance and evidence based practice</li> <li>• An understanding of health care in New Zealand</li> <li>• Ability to prioritise using time management and delegation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of advanced skills in relevant clinical areas</li> <li>• Post graduate experience in a variety of clinical areas</li> <li>• Ability to facilitate team working</li> <li>• Ability to motivate and develop others</li> </ul>

### CRITICAL COMPETENCIES

Competency	Description
<b>1. Clinical Knowledge and Skills</b>	Demonstrates a high level of clinical practice by using a range of comprehensive assessments; developing, implementing and reviewing action plans for client care and utilising a range of appropriate interventions across the continuum of care. Applies theory and models as a rationale for assessment and intervention
<b>2. Bicultural Approach</b>	Understands the significance of the Treaty of Waitangi. Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori health gain. Demonstrates knowledge of culturally-centred practice and practices in a culturally safe manner
<b>3. Client Focus</b>	Develops positive working relationships with clients and families/whanau. Identifies and works collaboratively to address issues. Adapts to work effectively within a variety of situations and with various individuals or groups.
<b>4. Teamwork</b>	Collaborates with team members and other Professional and Community groups to achieve objectives. Seeks out opportunities to support others in achieving goals. Recognises and respects individual differences. Articulates the role and function of the profession within an area of practice
<b>5. Organising</b>	Establishes a plan of action and achieves priority goals. Manages workload/flow, recognises and addresses barriers to the workflow, and takes account of changing priorities. Utilises and has knowledge of local resources
<b>6. Self Management</b>	Sets high standards and strives to achieve. Displays energy and drive and persists in overcoming obstacles. Copes with stress, is resilient to change and understands personal limitations. Is proactive and displays initiative. Practices ethically
<b>7. Quality/Orientation</b>	Supports continuous improvement through commitment to meeting ADHB goals and values. Adheres to ADHB policies, procedures and professional standards

## **WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES**

### **CITIZENSHIP**

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

### **THE EMPLOYER AND EMPLOYEE RELATIONSHIP**

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

### **CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT**

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

### **PROFESSIONAL DEVELOPMENT**

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require.