



He Oranga Tangata

Ngati Kahu Social & Health Services

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2021

Position	Social Worker in Kura
Reports to	Team Leader
Employment status	<ul style="list-style-type: none"> • Individual Employment agreement • 40 hours per week. usually being between the hours of 8:00am to 5.00pm, Monday - Friday • The nature of the position will require hours to be flexible as extra hours and after-hours work may be required
Purpose of the position	<i>As a Social Worker in Kura (SWiS) you will work towards enhancing the lives of tamariki and reducing the social barriers to educational outcomes</i>
Place of work	<ul style="list-style-type: none"> • Work base will be Ngati Kahu Social and Health Services, 35 Puckey Ave, Kaitaia
Performance Review	<ul style="list-style-type: none"> • NKSHP carries out performance reviews as per NKSHP procedures
Legal requirements	<ul style="list-style-type: none"> • All NKSHP employees are subject to police vetting as per Vulnerable Tamariki Act 2014
Functional relationships	<p><i>Internal</i></p> <ul style="list-style-type: none"> • Management/Leadership Team • NKSHP staff members <p><i>External</i></p> <ul style="list-style-type: none"> • Iwi, Hapu, Whānau • Key stakeholders • Community Partners • Local and central government • Social Services agencies
Limits of Authority	N/A
1. POSITION OBJECTIVES	
<p>One to one work with tamariki and the whanau.</p> <p>Provide group programs which help tamariki and whanau succeed.</p> <p>Help whanau to access community support and networks.</p> <p>To meet individual key performance measures and carry out all work in accordance with set procedures and requirements</p> <p>To be an active, inclusive, and effective member of the NKSHP Team</p>	

2. COMPETENCIES / IDEAL PERSON SPECIFICATIONS	
Culturally Competent	<ul style="list-style-type: none"> • Being able to share cultural values. • Extending cultural knowledge to support whānau aspirations. • Takes full part in all tikanga-based organisation activity. • Competence in Te Reo and or takes action to improve proficiency. • Can articulate 'Mārae Tikanga', the self-managing practice in that context and the role of tikanga in governing, guiding, and monitoring that self-managed practice
Relating and networking	<ul style="list-style-type: none"> • Maintain a good working relationship with the key stakeholders • Establishes good relationships with whanau and staff. • Builds wide and effective networks of contacts inside and outside the organisation. • Relates well to people at all levels. • Manages conflict. • Uses humour appropriately to enhance relationships with others
Presenting and communicating information	<ul style="list-style-type: none"> • Speaks clearly and fluently. • Expresses opinions, information, and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence. • Responds quickly to the needs of an audience and to their reactions and feedback. • Project's credibility
Writing and reporting	<ul style="list-style-type: none"> • Writes clearly, succinctly, and correctly. • Writes convincingly in an engaging and expressive manner. • Avoids the unnecessary use of jargon or complicated language. • Writes in a well-structured and logical way. • Structure's information to meet the needs and understanding of the intended audience
Learning and researching	<ul style="list-style-type: none"> • Rapidly learns new tasks and quickly commits information to memory. • Gathers comprehensive information to support decision making. • Demonstrates a rapid understanding of newly presented information. • Encourages an organisational learning approach (i.e., learn from successes) • Manages knowledge (collects, classifies, and disseminates knowledge of use to the organisation)
Creating and innovating	<ul style="list-style-type: none"> • Produces new idea, approaches, or insights. • Creates innovative products or designs. • Produces a range of solutions to problems. • Seeks opportunities for organisational improvement. • Devises effective change initiatives
Planning and organising	<ul style="list-style-type: none"> • Sets clearly defined objectives. • Plans activities and projects well in advance and takes account of possible changing circumstances. • Manages time effectively. • Identifies and organises resources needed to accomplish tasks. • Monitors performance against deadlines and milestones
Delivering results and meeting expectations	<ul style="list-style-type: none"> • Focuses on whānau needs and satisfaction. • Sets high standards for quality and quantity. • Monitors and maintains quality and productivity. • Works in a systematic, methodical, and orderly way

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	<ul style="list-style-type: none"> Consistently achieves project goals
Qualifications	Essential: <ul style="list-style-type: none"> Qualification in social work recognised by the Social Workers Registration Board (SWRB) Registered social worker or working toward social worker registration
Training and Experience	Essential: <ul style="list-style-type: none"> Experience in working with children and families under stress Demonstrated commitment to and experience in working from a strength based, solution focuses framework Experience in working with Maori whanau and families from different cultures Experience in facilitating groups/programmes Experience and knowledge about strengths-based child protection practice preferred
3. KEY PERFORMANCE OBJECTIVES (Duties and responsibilities)	
Objective Key Responsibilities (Actions)	Outcome / Key Performance Indicators (Result)
Relationships with Tamariki and their Whanau	<ul style="list-style-type: none"> Develop relationships with Tamariki and their Whanau based on the principles of strength-based practice Maintain a clear focus on child well-being and ensure their safety Work to build relationships with Tamariki natural networks wherever possible by engaging and working alongside Whanau Assist Tamariki and their Whanau to identify their strengths and set goals for their future Maintain appropriate professional boundaries
Assessment	<ul style="list-style-type: none"> Gain consent of parent/caregiver to engage with child Undertake an assessment of the strengths and needs of a child and their Whanau Clarify the issues and goals of Tamariki and their Whanau Identify roles and timeframes
Intervention	<ul style="list-style-type: none"> Develop and manage a service delivery plan in partnership with child/whanau, and other appropriate agencies Refer and access appropriate agencies Deliver and/or coordinate the delivery of services as agreed in plan. Work directly with child/whanau in a

	<p>collaborative therapeutic relationship to achieve goals</p> <ul style="list-style-type: none"> • Facilitate whanau meetings • Foster positive parent/caregiver/child relationships • Model positive adult/child relationships • Monitor and review the effectiveness of interventions to ensure goals/plans are achieved
Prevention/ Early Intervention Programmes	<ul style="list-style-type: none"> • Identify existing quality initiatives/programmes available in own community • Refer Tamariki and their Whanau appropriately • Develop, facilitate, and/or co-ordinate preventative programmes within Kura and communities to meet identified needs. • Carry out an evaluation process of each preventative programme delivered. • Be accountable for and work to an allocated annual programme budget
Advocacy	<ul style="list-style-type: none"> • Advocate for the Tamariki and their Whanau within the Kura • Advocate with other agencies in the interests of Tamariki and their Whanau
Kura relationships	<ul style="list-style-type: none"> • Work with Kura kaimahi to achieve the aims of the intervention • Establish positive working relationships with Kura kaimahi and other professionals from the wider community • Educate and inform kaimahi and other professionals on the role of the SWIS. • Develop an active relationship and understanding between CYF and school for reporting of child abuse and neglect. • Maintain knowledge of current regulations and support systems and resources available in the community • Actively promotes NKSHS and programmes

<p>Training and Development</p>	<ul style="list-style-type: none"> • Participate in NKSHS training as required • Undertake professional supervision, including peer, professional, line management and cultural (if appropriate) • Undertake professional self-development and upskilling
<p>Reporting Establish individual client records for each tamariki/whanau utilising the services, and maintain up to date case files using approved forms and the internal electronic database</p> <p>Meet all reporting requirements relating to the delivery of the specific service that are necessary to meet internal and external requirements, following prescribed formats.</p>	<ul style="list-style-type: none"> • Client records and case notes are efficiently maintained, and meet minimum recording standards of organisation • All reporting requirements internally and externally are met
<p>Continuous Quality Improvement To actively contribute to Continuous Quality Improvement activities within the service</p>	<ul style="list-style-type: none"> • Identifying improvement opportunities • Participating in the Service's quality improvement activities • Providing good client service • Participation in Internal/External Audits • Complying with standards • Being responsive to client requests or complaints • Working to improve client satisfaction. • Able to evidence and evaluate positive outcomes
<p>Compliance The actions of all staff must comply with:</p> <ul style="list-style-type: none"> • Privacy Act 1993 • Health and Disability Act • The Health and Disability Standards • Other relevant legislation • Internal Policies, Procedures & Protocols of the organisation 	<ul style="list-style-type: none"> • All actions meet minimum legislative requirements and comply with all internal operating policies and procedures.
<p>Risk Minimisation</p> <ul style="list-style-type: none"> • To actively contribute to risk minimisation activities within the Service 	<p>Contributes to the service's risk minimisation activities by:</p> <ul style="list-style-type: none"> • Identifying risks • Notifying the Lead of these • Participating in the Service's risk minimisation activities
<p>Health and Safety</p> <ul style="list-style-type: none"> • Participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Ngati Kahu Social & Health Services policies 	<ul style="list-style-type: none"> • Work practices ensure safety for self and others • Hazards are identified, control plans documented and hazards eliminated, minimised, or isolated • Comply with NKSHS incident reporting policy • Emergency management procedures and compulsory/compliance education and training completed

<p>Team Member</p> <ul style="list-style-type: none"> • Individual responsibilities, sanctions and contributions enhance the success of the Service and team. • Te Tiriti o Waitangi 	<ul style="list-style-type: none"> • Maintains a current knowledge of relevant issues, trends, and practices. • Behaviour demonstrates cultural appropriateness. • Builds and maintains productive working relationships. • Participates as a member of designated group(s) • Values individual effort, innovation, and creativity • Work practice is consistent with the Vision, Mission and Values Statements of NKSHS.
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4. ACKNOWLEDGEMENT

This Job Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

This Job Description records the complete understanding and agreement of the parties as to the terms of employment and supersedes any previous Job Descriptions or understandings.