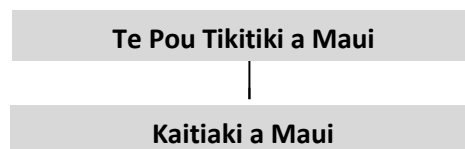


Position Description



| | |
|----------------------------|---|
| POSITION TITLE | Kaitiaki a Maui-Social Worker |
| LOCATION | Whakatane |
| REPORTS TO | Te Pou Tikitiki a Maui-Service Manager |
| RESPONSIBILITIES | CAYAD, SWIS -Social Workers in Schools Adult Transition, AOD/Mental Health and Whanau Resilience Services |
| PURPOSE OF POSITION | <ol style="list-style-type: none"> 1. To facilitate a community action approach to reduce drug and alcohol related harm to young people 2. To support Rangatahi who are under the care of Oranga Tamariki or Youth Justice to transition into independent living in the community 3. To work alongside schools and whanau to support children whose social/whanau circumstances place them at risk of achieving positive education, social and health outcomes 4. To support whanau to achieve strong, resilient communities where whanau are supported to live violence free and eliminate violence for future generations |
| NASH VISION | Te Pou Mataaho – the achievement of optimum health and wellness for clients we work with and their whanau, hapū and Iwi. |
| NASH MISSION | To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation. |
| NASH VALUES | <p>Tika – working with integrity</p> <p>Whakapono – working toward the vision/genuine intent</p> <p>Aroha – compassion and regard for others</p> |

REPORTING STRUCTURE



DIRECT REPORTS

NIL

RELATIONSHIPS

Internal

- CEO
- Te Pou Manukura o Rehua Ariki
- Service Managers
- NASH Staff
- NASH Trustees
- Ngati Awa uri and Marae

External

- Clients and/or whanau
- Government agencies
- Iwi and Maori Health & Social Service Providers
- Community Providers
- SWIS schools

INTRODUCTION

The Kaitiaki a Maui will work within a Multi-Disciplinary team approach to effectively respond to the needs of Tamariki, Rangatahi and whanau who require access to health and social services.

| KEY ACCOUNTABILITY | PERFORMANCE GOALS/EXPECTED RESULTS |
|---|--|
| <ul style="list-style-type: none"> To support Ranagatahi who are under the care of Oranga Tamariki or Youth Justice to transition into independent living in the community. Providing support and guidance for young people who have complex social and behavioural needs. | <ul style="list-style-type: none"> Young people will have safe and stable living environments Young people have the life skills to thrive as adults Young people have a trusted adult in their lives and are engaged with whanau, cultural and community groups Young people are in education, employment and are volunteering Children and young people feel more listened to and understood Reduced outcome sand experiences for Tamariki Maori and their whanau Young people are able to use strategies to manage difficult situations and complex issues |
| <ul style="list-style-type: none"> To work in partnership with schools and whanau to support children whose social/whanau circumstances place them at risk of achieving positive education, social and health outcomes | <ul style="list-style-type: none"> Children attending school Children making friends and maintaining positive relationships at school Resilient children Children able to manage difficult situations and know where to go for help Timely intervention to address safety concerns Parent/caregiver participation in school activities Children making successful transitions from primary to intermediate schools Appropriate referrals are made to services to provider specialist support to children and families/whanau Parents and caregivers have positive parenting strategies and skills Facilitating group-based programs that contribute to achieving positive social development and which enhance the child's learning and holistic wellbeing |
| <ul style="list-style-type: none"> To provide recovery orientated service that provides interventions for people with Co-Existing problems of mental illness and alcohol and/or other drug use. | <ul style="list-style-type: none"> Number of clients supported to improve health and wellbeing goals and outcomes Number of goal plans developed Number of goal plans reviews and achieved Number of face to face support provided Number of successful and planned discharges |
| <ul style="list-style-type: none"> To support whanau to achieve strong, resilient communities where whanau are supported to live violence free and eliminate violence for future generations | <ul style="list-style-type: none"> Strengthen cultural identity and whakapapa Strengthen social capability and community connection Support behavioural changes Support trauma healing and recovery from violence Create Healthy relationships and skills |
| Reporting | |
| <p>Monthly reports are completed and submitted to supervisor and Manager.</p> <p>Quarterly reporting is completed using the template. Report to include financial report on programmes.</p> <p>Annual reporting information is provided to management for the annual report.</p> | <p>All reports are received by the due date.</p> <ul style="list-style-type: none"> Monthly- 5 days before due date. Quarterly by 3rd of month following the end of a quarter Annual by 25th following the end of the financial year <p>Reports are provided using appropriate template where one has been developed.</p> |
| Relationships, Networking and Public Relations | |

| KEY ACCOUNTABILITY | PERFORMANCE GOALS/EXPECTED RESULTS |
|--|---|
| <p>Relationships are established and maintained with key services and organisations in our community.</p> <p>Promotes NASH through networking and building alliances with community agencies and hapu and Iwi.</p> <p>Creates opportunities to promote the service in the community.</p> | <p>Relationships have been established with organisation services, schools/kura, communities, tamariki and their whanau.</p> <p>Evidence of referrals to other services and organisations.</p> <p>Positive feedback is received from community agencies</p> <ul style="list-style-type: none"> Relevant meetings are attended and contacts maintained with key people. Opportunities for funding are recognised and referred to service co-ordinator. |
| Health & Safety | |
| <p>Promotes a safe working environment.</p> <p>Ensuring compliance with Health & Safety Policies, procedures and processes.</p> | <p>Evidence that hazards are identified and reported.</p> <p>Reporting of all accidents and incidents.</p> <p>Compliance with policies, procedures and processes.</p> |
| Quality | |
| <p>Compliance with the quality requirements of the organisation.</p> <p>Contributes to continuous improvement of quality systems and procedures.</p> | <ul style="list-style-type: none"> Compliance with organisation policies and procedures and any other quality system. Forms used are controlled Audits support compliance with quality requirements being maintained Corrective actions are addressed Client feedback is documented quarterly Ideas for improvement are identified and shared at team meetings, with supervisor and/or manager Participates in all quality activities instigated for Family Start Ideas for improvement are provided to the team. New procedures are documented. |
| Commitment to team approach | |
| <p>Participates fully in a multi-disciplinary team approach to client service by and working co-operatively with other disciplines within the team.</p> <p>Provides case-management role when required.</p> <p>Provides social assessment and case information freely to other team members.</p> | <ul style="list-style-type: none"> Gives and receives feedback and demonstrates commitment to continuous improvement of the team. Attends and contributes fully to case meetings. Positive peer review comments. Regular case meetings are held. Case meetings conducted and documented according to guidelines. Social assessments are filed and case notes entered into filing system within 2 days of client contract. Team ratings for information sharing are high. Attends and contributes fully to peer evaluation meetings. Evidence of a cohesive, committed and self-empowering team. |
| Cultural Sensitivity | |
| <p>Undertakes appropriate training as required.</p> <p>Works in a way that promotes and ensures culturally appropriate practices.</p> | <p>Training attended and learning put into practice.</p> <p>Cultural protocols are observed and advice is taken when necessary.</p> |
| Professional Development | |

| KEY ACCOUNTABILITY | PERFORMANCE GOALS/EXPECTED RESULTS |
|---|--|
| <p>Prepares an annual professional development plan that meets both personal and organisational objectives.</p> <p>Supervision sessions are completed as required.</p> <p>Approved training is completed.</p> | <ul style="list-style-type: none"> ▪ Annual plan approved and filed. ▪ Plan is documented, discussed and agreed with Supervisor/Manager and approved by management. ▪ At least 1 hour one-on-one supervision session is completed fortnightly. ▪ Supervision contract is agreed with Supervisor. ▪ Records of supervision are filed. ▪ Evidence of safe clinical practice. ▪ Training application form is completed. ▪ Training evaluation form completed on the training. ▪ Presentation to Social Services Team on the training and if required to the Staff meeting. ▪ Working towards becoming a registered Social Worker. |
| Site Management | |
| <p>Contributes to business planning and budgeting process and policy development when required.</p> <p>Complies with requirements for collection of statistical data.</p> <p>Maintains client caseload, keeps accurate records, and prepares confidential reports as required</p> <p>Is familiar with the Policies and Procedures of the service and adheres to these guidelines.</p> | <ul style="list-style-type: none"> ▪ Management meetings attended and written contributions provided when requested. ▪ Statistical data is collected accurately and provided to management / administration staff within expected time frame. ▪ No evidence of non-compliance with policies or procedures. ▪ Acts at all times in accordance with the Mission, Values and Policies of Ngati Awa Social & Health Services Trust and with appropriate professional standards. |
| Variance | |
| <p>The accountabilities and responsibilities in this document may vary from time to time according to the external environment, the needs of NASH and the needs and expectations of clients.</p> | |
| JOB DESCRIPTION CREATED / AMENDED | |
| <p>Date: 19 11 2020</p> | |
| PERSON SPECIFICATIONS | |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Holds a Bachelor of Social Work or is studying toward a Social Work qualification. ▪ Ability to build rapport and trust with tamariki, whanau and school staff. ▪ Experience in working with tamariki and whanau in implementing solutions to meet their identified needs ▪ Understanding of the issues facing those whanau at risk of not accessing services ▪ Ability to manage caseloads, balance priorities and meet deadlines ▪ Excellent oral and written communication skills ▪ Must be a good listener ▪ Full current clean driver's license <p>Desirable</p> <ul style="list-style-type: none"> ▪ Ability to work with children on a one to one basis and where appropriate in group situations | |

| KEY ACCOUNTABILITY | PERFORMANCE GOALS/EXPECTED RESULTS |
|--------------------|------------------------------------|
|--------------------|------------------------------------|

- Knowledge of the local community and organisation’s focused on children and their whanau
- Already established or ability to develop relationships and networks that will benefit tamariki and their whanau
- Ability to work with a diverse client group & community organisation, and to build positive relationships
- Ability to respect, understand and maintain confidentiality for client, organisation and schools
- Able to facilitate changes that improve situations for tamariki and whanau
- Experience in programme development, planning and implementation
- Negotiation, advocacy and facilitation skills
- Ability to be creative, innovative, solution focused and to use common sense solutions
- Ability to evaluate and analyse situations as they arise
- A knowledge of and understanding of tikanga Maori and the concepts of whanaungatanga
- Willingness and commitment to promote the kaupapa (philosophy) of the SWIS programme
- Able to work as part of a team
- Computer literate

SIGNATURES

On behalf of Te Tohu o Te Ora o Ngati Awa: _____ Date: _____
Signature

Employee: _____ Date: _____
Signature