



## Position Description

<b>POSITION TITLE</b>	
Social Worker	
<b>POSITION PURPOSE</b>	
<p>To provide a professional and accountable community social work service that is accessible, integrated, coordinated and responsive to the needs of the Marlborough population, including Maori, Pacific, Refugees and low socio-economic communities.</p> <p>The role involves delivery across a range of settings and in partnership with individuals, families, whanau and communities and the multi/interdisciplinary model of care.</p>	
<b>TREATY OF WAITANGI</b>	
<p>Marlborough Primary Health is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection.</p>	
<b>KEY AREAS</b>	<b>PERFORMANCE OUTCOMES</b>
Social Work Practice	<ul style="list-style-type: none"> <li>• Provide a comprehensive bio-psychosocial assessment</li> <li>• Plans, implements and reviews appropriate interventions</li> <li>• Prepares reports as required, based on extensive and accurate information gathering and analysis</li> <li>• Provides appropriate information to clients, professionals, colleagues and others to maximize good decision-making processes</li> <li>• Documents individual records on the patient management system and other information systems in accordance with MPH policies and procedures</li> <li>• Refers individuals/whanau, when appropriate, to other community based social, family/parenting, counselling, legal advocacy, health care, accommodation and/or employment support services</li> <li>• Provides individual centered, family focused care, based on recovery principles, through the utilization of a strengths-based, solution-focused model and evidence-based models of social work</li> <li>• Manages clinical risk in accordance with legislation and MPH processes and procedures. Completes risk assessments for a range of clinical risks (risk to self, others and from others) and develops safety plans and makes appropriate referrals as required</li> <li>• Work in partnership with individuals/whanau, involving them from the earliest opportunity in all aspects of coordinated care planning, delivery and evaluation of outcomes of interventions</li> <li>• Provides advice to the multi-disciplinary team regarding resources, services and agencies</li> </ul>

	<ul style="list-style-type: none"> <li>• Supports and empowers individuals/whanau to live as independently as possible, promoting resilience and choice and control over the care and support they need to overcome difficulties</li> <li>• Engages in regular supervision to maintain profession practice</li> </ul>
Care Coordination	<ul style="list-style-type: none"> <li>• Provides care coordination for individuals/whanau as required</li> <li>• Supports the individual/whanau to identify the health goals and coordinates services to meet these goals</li> <li>• Identifies individual/whanau strengths</li> <li>• Encourages individual/whanau resilience and self-management. Promotes self-advocacy and advocates on their behalf where appropriate</li> <li>• Develops, documents and implements intervention plans and ensures relevant reviews are completed according to service guidelines</li> <li>• Coordinates care delivery to include the wider health and social environment, communicating and supporting individuals/whanau to navigate complex systems</li> <li>• Ensures clarity of responsibilities and tasks in the care/recovery plan of those involved</li> </ul>
Promotes Health and Wellness	<ul style="list-style-type: none"> <li>• Promotes health and wellness by working with individuals/whanau and the community to improve health awareness through promoting positive lifestyle choices</li> <li>• Assist individuals/whanau to achieve control over their identification and prioritisation of their own health needs</li> <li>• Assist individuals/whanau and community groups to access accurate and relevant health information and services</li> </ul>
Quality Service Delivery	<ul style="list-style-type: none"> <li>• Delivers a quality service that is culturally appropriate and consistent with the Treaty of Waitangi</li> <li>• Complies with Vulnerable Children's Act 2014</li> <li>• Are aware of Marlborough Primary Health policies and procedures</li> <li>• Completes tasks and meet responsibilities within an agreed timeframe</li> <li>• Responsibility for own professional development ensuring skills and knowledge are maintained and advanced</li> <li>• Actively contributes to quality and improvements initiatives and practice</li> <li>• Attend regular supervision</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Develops and maintains links with a range of other people and agencies to maximize services built on inter-agency collaboration. This includes building relationships with General Practice team, Maori and Pacific communities, community groups, professional agencies and other client groups that relate to the practice area.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Maintain effective interpersonal relationships with all staff members, Board members, community representatives and businesses as</li> </ul>

	<p>necessary</p> <ul style="list-style-type: none"> <li>• Speak and write clearly; conveying essential information without unnecessary complexity</li> <li>• Demonstrate excellent communication skills</li> <li>• Team player</li> <li>• Sound problem solving skills with processes and systems</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• As may be reasonably required from time to time to meet changing needs and environments.</li> </ul>

**RELATIONSHIPS**

<b>Reports to:</b>	<b>Community Health Services Manager</b>
<b>Internal Relationships:</b>	<b>MPH Board, Staff, Contractors and Associates including policy</b>
<b>External Relationships:</b>	<b>Marlborough Community Health Hub Partners</b> <b>Marlborough General Practice teams</b> <b>Ministry of Social Development</b> <b>Nelson Marlborough Health</b> <b>Local NGO's and Community Agencies</b> <b>Social Work Practitioners</b>

**QUALIFICATIONS / EXPERIENCE / SELF-MANAGEMENT / COMMITMENT**

<p><b>Credentials / Qualification requirements</b></p> <p>Tertiary accredited qualification in Social Work</p> <p>Registered Social Worker recognized by the New Zealand Social Workers Registration Board (SWRB) as defined in the Social Workers Registration Act 2003 or eligible/working towards membership</p> <p>Current New Zealand Annual Practicing Certificate</p> <p>Current full driver's license</p> <p>Proficiency with information technology</p> <p><b>Knowledge and Experience</b></p> <p>Membership to a Professional Body(ANZASW) is desirable</p> <p>Knowledge and empathy for biculturalism and practices in a manner, which the client determines is culturally safe</p> <p>Knowledge of health social work methods, theories and models of practice</p> <p>Ability to network with private, public and voluntary resources in the community, including General Practices and other health professionals</p>
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**Self-Management**

Ability to manage time effectively by adopting a disciplined approach to establishing and following priorities of work

Knowledge of organizing systems effectively to meet service needs

Strong coordination and administration skills with a high degree of computer literacy and the ability to follow a task through to completion

**Personal Commitment**

Demonstrated evidence of commitment to the following is required:

- MPH organizational vision, purpose, values and goals
- Treaty of Waitangi
- Working with clients and colleagues in a culturally sensitive and appropriate manner
- Equal employment opportunities

<b>Signed by Employee:</b>	<b>Signed for and on behalf of the Employer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date: