

## Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	<b>Social Worker</b>
Service & Directorate:	Strategy, Primary and Community
Location:	Southland
Reports to:	Unit Manager
Number of direct reports:	N/A
Date:	Nil

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b><i>Looking after our people:</i></b> We respect and support each other. Our hospitality and kindness foster better care.	<b><i>Being sincere:</i></b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b><i>Best action:</i></b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b><i>As family:</i></b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>Allied Health, Public Health, Scientific and Technical professionals work in teams providing a range of diagnostic, technical, therapeutic, direct patient care and support services that are critical to the other health professionals they work with and the communities they serve. This includes health professionals working to improve, promote and protect the wellbeing of the population.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the Southern DHB in a way that is consistent with the organisation's vision and values. This includes interprofessional practice where multiple health workers from different professional backgrounds work together with patients, families, caregivers and communities to deliver the highest quality of care. This way of working will ultimately benefit all our patients and communities.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Managing diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all
<b>Priority Setting</b>	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
<b>Problem Solving</b>	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn't stop at the first answers

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• AHS&amp;T Professional Leaders (PLs)</li> </ul>	<ul style="list-style-type: none"> <li>• Clients, patients, families, whanau and caregivers</li> </ul>
<ul style="list-style-type: none"> <li>• Multidisciplinary colleagues working in interprofessional ways</li> </ul>	<ul style="list-style-type: none"> <li>• Services from the community, funding bodies, student or intern clinical liaison staff</li> </ul>
<ul style="list-style-type: none"> <li>• Operational manager</li> </ul>	<ul style="list-style-type: none"> <li>• Primary care - GPs, other medical staff</li> </ul>
<ul style="list-style-type: none"> <li>• AHST Professional Development Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional organisations</li> </ul>
<ul style="list-style-type: none"> <li>• Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>• Other service providers</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant external services/organisations/stakeholders</li> </ul>	

**PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• The appointee must hold a professional social worker qualification (as per Social Worker Registration Board schedules for registration eligibility i.e. Bachelor's degree equivalent).</li> <li>• The appointee must be registered with the Social Work Registration Board within 3 months of appointment</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant social work experience in the health sector preferred</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the Treaty of Waitangi and of Maori, Pacific Island and ethnic cultural issues as they relate to social work practice</li> </ul>	
	<ul style="list-style-type: none"> <li>• Commitment to the development of bi-cultural processes in your work</li> </ul>	
	<ul style="list-style-type: none"> <li>• To function as a member of a multidisciplinary team and liaise appropriately with relevant health care professionals, managers and organisations.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Be self-motivated, innovative and empathetic with patients and their families/whanua.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Be clinically competent and exhibit effective assessment (including psychosocial and risk assessments) of the patient and their family's needs and situation counselling skills</li> </ul>	
	<p>Be able to implement appropriate interventions for patients and families including counselling when required</p>	
	<ul style="list-style-type: none"> <li>• Have commitment to maintenance and development of social work standards and ethics.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Be computer literate with a broad based understanding of computer skills.</li> </ul>	
	<ul style="list-style-type: none"> <li>• A current driver's licence is essential.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Provide any other duties relevant to social work service delivery.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Maintain rapport with peers and staff within the Southern District Health Board that you have professional relationships with.</li> <li>• Exhibit excellent interpersonal and communication skills (verbal and written)</li> <li>• Be professional credibility with peers and others,</li> <li>• Be able to work autonomously as well as within a multidisciplinary team.</li> </ul>

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Clinical Practice</b>	
<b>Legislative requirements</b> <ul style="list-style-type: none"> <li>• Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights</li> <li>• Uphold professional code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>• You adhere to professional and legislative standards of practice</li> <li>• You work according to the scope of your Annual Practising Certificate</li> </ul>
<b>Assessments and interventions (if appropriate to profession)</b> <ul style="list-style-type: none"> <li>• Undertake accurate and comprehensive assessments and evaluations</li> <li>• Plan and implement appropriate interventions</li> <li>• Provide relevant education - including any relevant alternative options - in a format that can be clearly understood</li> <li>• Collaborate with patients-populations to set realistic, person-centred outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Your interventions are realistic and based on best practice</li> <li>• You use standard measurement tools and equipment as set down by departmental or professional protocols</li> </ul>
<b>Documentation</b> <ul style="list-style-type: none"> <li>• Maintain confidentiality of patient information and documentation</li> <li>• Adhere to Southern DHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>• Your documentation is timely, clear, concise and accurate</li> </ul>
<b>Culturally Sensitive Practice</b> <ul style="list-style-type: none"> <li>• Practices in a culturally safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• You assist others to gain appropriate support and representation which reflects their cultural needs and preferences.</li> </ul>
<b>Professional Responsibilities</b>	
<b>Working in a collegial manner</b> <ul style="list-style-type: none"> <li>• Contribute to the support and education of colleagues and students to enhance development of the profession</li> <li>• Participate in and contribute to the functioning of the interprofessional team</li> <li>• Establish and maintain an effective working relationship with other staff</li> </ul>	<ul style="list-style-type: none"> <li>• You have formal and informal systems in place for supporting colleagues</li> <li>• You maintain supervision records for students</li> <li>• You participate as a team member to ensure the best outcomes for patients/ people</li> </ul>
<b>Skill Sharing</b> <ul style="list-style-type: none"> <li>• Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance person centred outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• You use recognised skill sharing processes such as Calderdale to delegate parts of your practice to other team members</li> </ul>

<p><b>Evidence-based practice and research</b></p> <ul style="list-style-type: none"> <li>• Consistently refer to and relate practice to literature and research</li> <li>• Critique, discuss and disseminate evidence based best practice</li> <li>• Reflect on and evaluate the effectiveness of own practice</li> </ul>	<ul style="list-style-type: none"> <li>• You implement evidence-based best practice procedures and guidelines</li> <li>• You updates your knowledge related to best practice guidelines and area of practice</li> <li>• You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)</li> </ul>
<p><b>Time management</b></p> <ul style="list-style-type: none"> <li>• Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Your tasks are scheduled and completed in a timely manner</li> </ul>
<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain professional competency</li> <li>• Appraisal, peer review, observed practice or other professional audits as applicable</li> <li>• Develop both personally and professionally to meet the changing needs of your career and profession</li> </ul>	<ul style="list-style-type: none"> <li>• You hold current registration where applicable or as required</li> <li>• You maintain an up-to-date professional development plan</li> </ul>
<p><b>Other Duties</b></p>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<p><b>Professional Development – self</b></p>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<p><b>Health, Safety and Wellbeing</b></p>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<p><b>Treaty of Waitangi</b></p>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work</li> </ul>

	<p>hard to remove barriers of access to health and education.</p> <ul style="list-style-type: none"> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date