

## Allied Health, Scientific & Technical Position Description

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

### 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

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</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, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation’s vision and values. 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>• Multi-disciplinary colleagues</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>

**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</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>Relevant social work experience in the health sector preferred</li> </ul>
		<ul style="list-style-type: none"> <li>Experience working with Pacific Island communities</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 and community services.</li> </ul>	
	<ul style="list-style-type: none"> <li>Be self-motivated, innovative and empathetic with clients and their families/whanua.</li> </ul>	
	<ul style="list-style-type: none"> <li>Able to be culturally responsive to a diverse client group</li> </ul>	
	<ul style="list-style-type: none"> <li>Able to work effectively across NGO and health sectors to deliver services to Pacific Island communities</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>	
	<ul style="list-style-type: none"> <li>Be able to implement appropriate interventions for clients and families including counselling when required</li> </ul>	
	<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:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<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</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 to set realistic, patient-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 SDHB'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 patients 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 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>Evidence-based practice and research</b> <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>
<b>Time management</b> <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>
<b>Professional development</b> <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> </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>

<ul style="list-style-type: none"> <li>Develop both personally and professionally to meet the changing needs of your career and profession</li> </ul>	
<b>Other Duties</b>	
<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>
<b>Professional Development – self</b>	
<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>
<b>Health, Safety and Wellbeing</b>	
<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>
<b>Treaty of Waitangi</b>	
<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 hard to remove barriers of access to health and education.</li> <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>

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

Date

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Manager

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Date