

WELLSTOP

JOB DESCRIPTION

JOB TITLE

Social Worker

PURPOSE

The Social Worker will assess the needs of families (and partners of adults) where there has been sexual offending or sexually harmful behaviour. They will provide individual work, group work and support to partners and family members, as delegated by the Regional Manager.

The Social Worker will support and assist the Regional Manager to meet the WellStop strategic objectives and develop WellStop.

SPECIFIC DUTIES & RESPONSIBILITIES

- Assessment of clients who have sexually offended or have concerning or harmful sexual behaviours, and their families as delegated by the Regional Manager.
- Providing individual and group therapy for clients and those in their system, as required by the Regional Manager.
- Provision of social work support to families, partners and caregivers.
- Meeting, liaising with and training other professionals.
- Assisting the Regional Manager to implement WellStop's aims, philosophy, standards and methods.
- Assisting the Regional Manager when required to take on specific additional responsibilities as agreed; for example, at times you may be expected to support other team members or provide support to other branches.
- Meeting reporting and contractual requirements; being on time and prepared for, client sessions; attendance at meetings, as well as other routine obligations.
- Providing triage support for those clients waitlisted when required.
- Safety Planning.
- Carrying out Brief Needs Assessments.
- Education/Prevention to the wider community.

Delivering Outstanding Clinical Services

- Responsive enquiries and referral processes.
- As required by the Regional Manager respond to enquiries and referral requests.
- Ensure that:
 - o Enquiry and referral processes are managed and documented according to WellStop protocols.
 - o Intake and procedures are followed and that client referrals fit WellStop criteria.
 - o Referral information is provided, and funding is approved by the Regional Manager or sought from referrers or outside funders
 - o All enquiries and referrals are documented according to WellStop protocols, and in D365.
- Carry out assessments using standardized techniques to assess safety issues, protective factors and needs of the family as required by the Regional Manager.
- Carry out Brief Needs Assessments when working with triage waitlisted clients.
- Seek other information available about the family and consult with other professionals as appropriate and within the bounds of confidentiality.
- Liaise with key Clinicians to share outcomes of family/partner assessments and produce or contribute to written reports as necessary. Do so to required standards and within required timeframes.
- Ensure information from the assessment of partners/families is communicated effectively to families, referrers, significant other professionals, e.g. Oranga Tamariki.
- Ensure assessments are conducted in a culturally appropriate manner where appropriate. Seek advice from people with specific cultural knowledge where possible
- Provide partner/family therapy or social work interventions, this may include working as a co-Clinician with another Clinician.
- Interventions may include individual, group and family therapy sessions, psycho-education sessions to clients and their families (may be individual, group or to wider family) as well as providing education to the wider community.

- Develop a treatment plan from the assessment recommendations in collaboration with other clinical staff and other professionals who are involved
- Work effectively with partners/families in a way that is appropriate and involves the wider community and other professionals (e.g. Probation Officers, Care Managers, support workers), to address their concerns, mental health issues and/or to reduce the risk of further harmful sexual behaviour.
- Effective work with partners/families:
 - Lead the development and monitoring of family safety plans, in consultation with the Clinician and other professionals involved.
 - Participate in regular reviews for clients in treatment programmes and support and prepare family members/partners for those reviews. Ensure that outcomes pertaining to family work are communicated with relevant referrers and external agencies.
 - Ensure all clients who complete treatment have an up-to-date safety plan which families/partners had input to and all planned follow-up is done, documentation is complete, and the file is closed according to WellStop procedures.
 - As far as is possible to ensure families/partners receive services that are culturally responsive. Seek advice from people with specific cultural knowledge where possible.
 - Manage issues of risk and promote the strengths of families/partners.
 - Ensure families/partners are referred to or supported to access other services when appropriate.
 - Support families/partners at Court/Parole Board appearances and prison visits, attend Family Group Conferences.
- Along with clients' Clinician/key therapist/team, provide training for other relevant professionals.
- Develop and maintain relationships with other relevant community agencies including, those for Maori and Pasifika, CALD.
- Communicate effectively with referrers and others involved in each case.
- Ensure WellStop protocols and procedures are followed for each case.
- Undertake or participate in research projects as required or in consultation with the Regional Manager.
- Ensure familiarity with WellStop's documentation policies and procedures (Code of Conduct, Treatment of Client policies, Confidentiality policies and other relevant documents).
- Ensure that:
 - Confidentiality policies and procedures are followed for all clients.
 - All assessment, progress and end of treatment reports and any letters are written to a high standard and within required timeframes.
 - Case-notes for all clients and related contact are completed within required timeframes.
 - All client materials are filed in a secure manner and any confidential material that is sent or taken out of the agency follows WellStop procedure.
 - Client records are kept up to date on file and in the database at all times, this is a requirement of the roll.
 - The Regional Manager is advised of client progress and an increase in client risk.
- Maintain high standards of record keeping on clients, including records of all contacts
- Ensure all relevant consent forms are signed and that referral, interview, progress notes and other information is well-documented in the client file.
- Update the client database (D365) to ensure record accuracy and completeness as soon as practically possible. This is a key requirement of the role.
- Attend supervision regularly.
- Be prepared for supervision sessions.
- Use supervision in line with the supervision agreements to improve practice and knowledge.
- Keep record of supervision.
- Provide supervision to other team members as required by the Regional Manager.

Positive contribution to overall programme effectiveness

- Positive promotion of WellStop within the community.
 - Promote awareness of WellStop programmes and services with other professionals.
 - Assist the Regional Manager to carry out the Agency's promotion and publicity strategy as required.
 - Participate in the provision of training to professionals or others in the community as required by the Regional Manager.
- Integrity.
- Demonstrate familiarity with WellStop policies and procedures and ensure these are followed at all times.
 - Promptly advise the Regional Manager/Assistant Manager or CEO of all issues that threaten the integrity or reputation of any programme or of WellStop as a whole.

Contributing to positive team culture and functioning

- Attend and positively contribute to regular team meetings.
- Communicate effectively with other team members.
- Give constructive feedback to other team members and be open to their feedback.

- Work collaboratively with other team members to ensure effective service delivery and best outcomes for clients and their families.
- Provide support to other team members.

Proactively contributes to its own development and to the development of WellStop

- Continually maintain, develop and update skills, knowledge and experience by attending appropriate courses in consultation with Regional Manager.
- Maintain a training plan and records that meet any registration or professional association requirements and training requirements in an individual performance plan.
- Create goals with input from the Regional Manager, and track progress of individual performance goals.
- Provide training to others in WellStop and in the community in areas of competence or specialty, in consultation with Regional Manager.
- Maintain registration with the appropriate registration board (Psychotherapist or Social Work Registration Board or membership of NZAC or similar professional body) and membership of an appropriate professional organisation.
- Adhere to the Ethical Guidelines of the registration board and/or professional organisation.

Extra Duties

- Perform other duties as may be reasonably required from time to time by the Regional Manager.

Key Competencies

Cognitive Power

- Well-developed analytical thinking.
- Attention to detail and accuracy, completes all tasks to a professional standard and maintains WellStop's standards of confidentiality and Code of Practice.
- Identifies key issues or required actions and develops workable solutions to complex problems.
- Critically evaluates options and makes effective decision despite constraints such as time pressure or incomplete information.
- Is trusted by others as a provider of accurate judgement and advice.
- Probes all fruitful sources for information to deliver the best possible outcome.

Effective Communication

- Has a high level of interpersonal and communication skills.
- Strong written and oral communication skills, including the ability to present ideas, information and advice effectively and tailor communication to suit the audience.
- Shares information with colleagues.
- Responds to queries in a way that demonstrates an understanding of the other person needs or point of view.
- Uses Maori language and templates where possible.

Planning and Organising Skills

- Anticipates and plans for future work or reporting requirements, actively coordinates and communicates requirements and completed work with stakeholders.
- Excellent self-management and team coordination skills, working effectively without direct supervision.
- Ability to establish priorities and meet deadlines including attention to detail and accuracy. Takes responsibility for effective and timely completion of work.
- Well-developed planning and organising skills, including the ability to maintain performance when under pressure and appropriate prioritising of work.
- Anticipates potential problems when planning work and has alternative strategies available.

Emotional Intelligence

- Strong empathy towards others. The ability to understand others thoughts and feelings.
- Strong self-awareness. Recognises personal emotions and their effects on others.
- Applies self-regulation when under pressure or when the situation might be challenging.

Values the work of the role

- Works within the criteria of our purpose, values and mandate.
- Recognises the need for collaboration across the agency to meet our goals.
- Values working within an NGO.

- Values working in the relevant team.
- Shows a willingness to learn and take on new ideas, identifying and pursuing learning and development opportunities.

Collaborative Relationships

- Supports others, building partnerships and working collaboratively with others to meet shared objectives.
- Gaining the support and trust of others.
- Sets and models a culture that leverages differences and supports diversity, works with a wide range of people, respecting different values and encouraging diverse points of views and opinions.
- Leads by example.

Client and Stakeholder Focus

- Builds strong stakeholder relationships and delivering stakeholder centred solutions.
- Gains insights into stakeholder needs.
- Builds solutions that meet stakeholder expectations.

Tikanga Maori

- Demonstrates an understanding of core Māori values such as; manaakitanga, mana whenua, rangatiratanga.
- Has knowledge of the treaty of Waitangi and its implications for NZ society.
- Incorporates Māori culture {including tikanga-a-iwi}.
- Understanding of Māori knowledge and traditions/values to be able to respond appropriately to Māori, whanau, hapu and iwi.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Education:

- Relevant professional qualification and registration recognised in NZ.

Experience:

- At least 2 years' post-qualification but also dependent upon prior work experience.
- Ax tools e.g. psychometrics.
- Relevant treatment models i.e. CBT, trauma-informed care.
- Kaupapa Maori models.
- Comprehensive assessments and report writing. e.g. risk assessments.
- Training and experience in working with complex needs.
- Working with family systems.
- Knowledge of the dynamics of sexual abuse.
- Working in a multidisciplinary team.
- Experience in individual and group work.

- Excellent case management and experience of working collaboratively with other relevant agencies.
- Competence in IT and using client case management database systems.