



## SOCIAL WORKER

### Organisational Vision and Values

Tūtaki Youth Inc. is committed to creating positive life outcomes for young people and their families. The organisation provides a facility with cultural, education, physical, health and leadership opportunities.

- **Whanaungatanga:** Community and family
- **Manaakitanga:** Generosity, kindness and empathy
- **Whakapono:** Professionalism, honesty and respect
- **Arahanga:** Leadership and empowerment
- **Whakaahu whakamua:** Progressiveness
- **Te Tiriti O Waitangi:** Commitment to the Treaty of Waitangi

### Organisational Objectives

- **Healthy Futures:** We will offer services and support to create healthy futures
- **Wellbeing:** We will provide choices and opportunities for improved wellbeing
- **Leadership:** We will show pathways for individual potential to be recognised and realised
- **Safety:** We will ensure that young people and their whānau are safe
- **Collaboration:** We will endeavor to collaborate for collective impact
- **Purposeful:** We will be purposeful in the community

### Purpose of Position

The Social Worker will work directly with young people and their families, individually and in groups, to support them to create positive life outcomes. The role will focus on the advancement of the wellbeing of young people as members of families, whanau, hapu, iwi and communities using best practice, while also contributing to the achievement of the organisations strategic goals at a wider level. A priority will be working with young people aged 14 - 25 years old. Establishing and maintaining positive relationships, networks and partnerships will be integral to the role. This role reports directly to the General Manager. The Social Worker will:

- Provide social work practice to young people and their families
- Contribute to the system-wide response to child abuse and neglect
- Contribute to the provision and delivery of Tūtaki Youth Inc. Youth Space
- Develop and maintain relationships, networks and partnerships

## Dimensions

Responsible to	General Manager
Supervises	This position does not supervise any staff
Financial limits authority	This position has no financial delegations
Hours per week	40
Salary Range	to be determined in accordance with Tūtaki policy
Important Bits	YOU MUST LOVE YOUNG PEOPLE

## Working Relationships

Internal	External
Tūtaki Youth Inc. Staff	Young people and their families
Tūtaki Youth Inc. Governance	Facility and service users
	External service providers and organisations
	Stakeholders

## Accountabilities

KEY RESULT AREA: SOCIAL WORK PRACTICE	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> <li>Undertake social work practice to clients of Tūtaki Youth Inc. utilising a range of social work skills and strategies consistent with the relevant Tūtaki practice approach and framework</li> <li>Delivery of social work practice is prioritised to young people 14 - 25 years</li> <li>Provide all clients with a holistic assessment upon intake using the specified assessment framework</li> <li>Connections to family and whānau will be encouraged in all aspects of assessment, planning and case management</li> <li>Work collaboratively with clients to develop client plans that include goals, identify risk, outline an action plan and case review date</li> <li>Monitor and implement all client plans</li> <li>Provide follow-up and appropriate referral/s to other service for all clients</li> <li>Provide appropriate information and support to client and family/whānau</li> <li>Ensure client case notes are kept up to date and completed in a clear and concise way using best practice frameworks</li> <li>Provide support to the Preventions Social Worker position with the delivery of family violence response</li> </ul>	<ul style="list-style-type: none"> <li>Social work practice is provided</li> <li>Young people aged 14 - 25 years are prioritised</li> <li>Clients are provided with a holistic assessment</li> <li>Relationships with family and whānau are encouraged</li> <li>Client plans are developed using a client-centered approach</li> <li>Client plans are monitored regularly</li> <li>Follow up referrals are made as required</li> <li>Information and support is provided to clients and whānau</li> <li>Client case notes are current and accurate</li> <li>Family Violence response is supported as required</li> </ul>

<ul style="list-style-type: none"> <li>Develop and maintain relationships with young people, whānau, schools, organisations, and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with young people, whānau, schools, organisations, and stakeholders are maintained</li> </ul>
<b>KEY RESULT AREA: CHILD PROTECTION</b>	
<b>Accountabilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Participate in child protection trainings to maintain an up to date knowledge of child protection policies and practices</li> <li>Record care and protection concerns using appropriate documentation tools</li> <li>Follow Tūtaki Youth Inc. policies and procedures when responding to child abuse and neglect</li> <li>Access support and advice made available through the Designated Person for Child Protection regarding child abuse and neglect as required</li> </ul>	<ul style="list-style-type: none"> <li>Child protection trainings are attended as required</li> <li>Care and protection concerns are recorded appropriately</li> <li>Tūtaki Youth Inc. policies and procedures are followed at all times</li> <li>The Designated Person for Child Protection is liaised with regarding child protection matters</li> </ul>
<b>KEY RESULT AREA: GROUP WORK</b>	
<b>Accountabilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Contribute to the development of structured programmes as required</li> <li>Ensure health and safety assessments are completed and reviewed for all programmes undertaken</li> <li>Facilitate programmes</li> <li>Complete a thorough evaluation of programmes within two weeks of programme completion</li> </ul>	<ul style="list-style-type: none"> <li>Programmes are developed as needs are identified</li> <li>Health and Safety processes are followed</li> <li>Facilitation is completed to a high standard</li> <li>Programmes are evaluated appropriately</li> </ul>
<b>KEY RESULT AREA: TŪTAKI YOUTH INC. SPACE</b>	
<b>Accountabilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Participate in the supervision and monitoring of the Youth Space, creating a safe place for young people</li> <li>Contribute to the delivery of activities and events within and from the Youth Space to provide opportunities for young people</li> </ul>	<ul style="list-style-type: none"> <li>The Youth Space is supervised and monitored well</li> <li>Facilitation of activities and events is completed to a high standard</li> </ul>
<b>KEY RESULT AREA: ADMINISTRATION</b>	
<b>Accountabilities</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Ensure client case notes are kept up to date and completed in a clear and concise way using best practice frameworks</li> <li>Service provision-related information and practice issues are recorded and reported to the General Manager as required</li> <li>Contribute to the completion of operational reports</li> </ul>	<ul style="list-style-type: none"> <li>Client case notes are current and accurate</li> <li>The General Manager is communicated with regularly</li> <li>Operational reports are completed as required</li> </ul>

KEY RESULT AREA: PROFESSIONALISM AND TRAINING	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> <li>• Positive participation and engagement with staff, management and governance</li> <li>• Achieve/maintain membership of an appropriate professional body</li> <li>• Receive regular, planned, external supervision</li> <li>• Remain committed to on-going training and/or professional development</li> <li>• A networking plan is developed with the General Manager and is implemented and reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Staff, management and governance are engaged with positively</li> <li>• Membership with an appropriate professional body is held</li> <li>• Professional development is undertaken</li> </ul>

## Person Specification

Essential
Qualification in Social Work
Current member of a professional body
Demonstrated experience in complex practice and casework
A sound knowledge of relevant legislation
Shows cultural sensitivity in daily work practice
Passion and ability to relate to people of all ages, especially young people
Knowledge of Te Reo Maori and tikanga
An understanding of the need for complete confidentiality at all times
Ability to work cooperatively as part of a diverse team
Resilient, flexible, with an ability to recover from setbacks and work under pressure
Ability to build rapport with others based on integrity, honesty and reliability
Excellent time management skills
Excellent verbal, written and interpersonal communication skills
Excellent computer skills, especially in Microsoft Office applications
Hold a current and “clean” full New Zealand Driver’s License
Current First Aid Certificate

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment - including technological requirements or statutory changes. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

Date:

Author: Ellen Hall

This position description is signed by the employer and employee as an agreed and up-to-date description of the key tasks of this position.

X

X

General Manager

Social Worker

Date:

Date: