

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Caregiver Social Worker
Group:	Care Services
Reports to:	Caregiver Social Work Supervisor or Caregiver Recruitment and Support Manager
Location:	As specified
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The purpose of this role is to provide statutory social work services to our caregivers that promote the protection, wellbeing and best management of children and young persons in safe families. The Caregiver Social Worker will work toward this goal through the delivery of a range of intervention strategies designed to meet desired outcomes, specified by the Minister for Children. They will also ensure that the services and resources are managed in accordance with the Oranga Tamariki Act and Care of Children Act.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Social Work Practice	<ul style="list-style-type: none">- Information gathering and analysis at intake and assessment phase- Planning, implementation and review of appropriate interventions, in conjunction with the supervisor, and where appropriate, an assigned co-worker- Preparing reports as required, based on extensive and accurate information gathering and analysis- Using existing professional practice tools and those which may from time to time be introduced by the Ministry- Providing appropriate information to clients, professionals, colleagues and others in order to maximise good decision making processes- Participating in the processes of the Family Group Conference (FGC) and those tasks which follow an FGC- Completing tasks associated with the Family when required, including preparing and presenting a range of reports for Court- Providing case management in conjunction with the supervisor and other relevant parties- Keeping factual and timely formal records through the use of computer based and other information systems- Co-operating with any agreed quality assurance process operated by the Ministry
Quality service delivery	<p>Delivering quality services that:</p> <ul style="list-style-type: none">- Are culturally appropriate and consistent with the Treaty of Waitangi and the Ministry's Maori (Te Toka Tumoana) and Pacific Peoples (Va'aifetu) strategies- Comply with the Oranga Tamariki Act 1989, the Public Finance Act 1989, and with other relevant legislation and regulations- Are consistent with Service policies and procedures, including Oranga Tamariki Code of Conduct- Are cost effective and within financial parameters set by the manager.

Internal and inter-Agency relationships	<ul style="list-style-type: none"> - Making a positive contribution to the development of a co-operative relationship with the supervisor - Working collaboratively with other social work colleagues, professional advisors, managers and other employees, and any Iwi Social Service with who the Ministry may be in partnership - Developing and maintaining effective links with a range of other people and agencies in order to maximise services built on inter-agency collaboration. This will include links with appropriate Māori and Pacific peoples, community groups, professional agencies and other client groups that relate to the practice area.
Organisational contribution	<ul style="list-style-type: none"> - Working with families, communities, other agencies and professionals to protect children and young persons, ensure safety and security for children and young persons in the custody of the Chief Executive of Oranga Tamariki—Ministry for Children and to provide adoption and adult adoption information services - Following legislative requirements, and Ministry policies and practices at all times - Participation in the provision of a 24 hour service which includes working after hours, on weekends and Public Holiday as required - Seeking approval for funding of interventions on a case by case basis within defined parameters - Accepting responsibility for accurate entering of data required for casework recording - Complying with all lawful and reasonable instructions given by supervisor and line managers, including delegations from Co-ordinators
Self-Management Responsibilities	<ul style="list-style-type: none"> - Planning and taking opportunities for training, coaching and other professional development possibilities - Managing work priorities, personal workload and stress levels with the support of the supervisor - Complying with organisational policies on health and safety in the workplace and participating as part of the organisation to provide for a safe and healthy work environment - Complying with requirements of the supervision policies
Other Activities	<ul style="list-style-type: none"> - Undertaking any other appropriate activities that fall within the purpose of the position stated at the beginning of this job description.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively and positively participate as a member of the team. - Proactively look for opportunities to improve the operations of Oranga Tamariki. - Perform any other duties as needed by Oranga Tamariki. - Comply with and support all health and safety policies, guidelines and initiatives. - Ensure all incidents, injuries and near misses are reported into our H&S reporting tool. - Comply with all legislative and regulatory requirements, and

report any breaches as soon as they become known.

- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct.
 - Commitment to the Treaty of Waitangi and respect and incorporate these into your work.
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KEY RELATIONSHIPS

Internal

- Other social work practitioners within Oranga Tamariki
- Oranga Tamariki staff including Managers and Team Leaders

External

- Practice Leaders and Advisors
- Social Work practitioners within Iwi Social Services
- Local community groups, networks and social service agencies;
- Other Government agencies such as: Office of the Commissioner for Children, Education, Health, Immigration Service, Internal Affairs, Justice, Te Puni Kokiri, Youth Development
- Community Service Providers
- Nga Iwi.

QUALIFICATIONS & EXPERIENCE

Qualifications

- A Social Work qualification recognised by the New Zealand Social Workers Registration Board (SWRB),
 - Full SWRB registration and current annual practising certificate, and
 - Hold a full, clean valid drivers' licence.
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Personal commitment

- Demonstrated evidence of commitment to the following is required:
- Our organisational vision, purpose, values and goals
 - Treaty of Waitangi, Te Toka Tumoana, Va'aifetu and Puao-te-Atatu
 - Working with clients and colleagues in a culturally sensitive and appropriate manner
 - Equal employment opportunities
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POSITION COMPETENCIES

Competency	Description of success profile behaviour
Resilience	A demonstrated ability to persevere through periods of heavy workloads in stressful situations.
Conceptual thinking	The ability to identify patterns or connections between situations; identify key or underlying issues in complex situations and resolve these by using creative, conceptual and inductive reasoning.
Analytical thinking	The ability to understand a situation by breaking it into smaller pieces, to be systematic, to trace cause and effect implications, and to set priorities.
Interpersonal understanding	A desire to understand the structure and protocols of other cultures and a willingness and aptitude to utilise these for the benefit of clients of the Ministry; and ability to understand the reasons for the feelings and behaviour of others through interpreting unspoken or partially expressed thoughts feelings and concerns, and through an appreciation of the cultural framework within which that person operates.
Achieving the task	The ability to organise work through an efficient use of time, setting targets and achieving them.
Self-confidence	Confidence in one's own judgement and a willingness to express an independent view point
Relationship building	An ability to engage with clients and to establish working relationship with agencies, voluntary groups and individuals.
Influencing others	An ability to influence others through appropriate use of directive and non-directive means.
Information seeking and interpretation	An ability to elicit basic information and probe for further facts through a wide range of information gathering skills.
Listening and responding	An ability to listen, to interpret, clarify and respond appropriately.
Role clarity	An ability to be clear about one's role and to evaluate the purpose of taking a particular action.
Service orientation	A desire to work within the framework of the organisation (and where appropriate, Iwi Social Service) toward meeting the desired outcomes for clients.
Team work and co-operation	A commitment to work co-operatively as part of a team, and to be flexible in a changing work environment.

ADDENDUM

To Social Worker / Senior Practitioner

For role:	Caregiver Social Worker / Senior Practitioner
Group:	Care Services
Reports to:	Caregiver Social Work Supervisor
Location:	As specified
Direct Reports:	No
Budget:	No

This addendum sits alongside the Social Worker position description, and describes the specific accountabilities for a Caregiver Social Worker in achieving the outcomes that are stated on the Social Worker position description, in accordance with Part 3 of the Care Standards.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities	Relevant Care Standard
Caregiver enquiries	- Promoting a better understanding of Caregiver Recruitment & Support Services policy, and roles and responsibilities across the region, to ensure meaningful collaboration and cross-functional understanding with colleagues, stakeholders and the Caregivers.	44
	- Ensure prospective Caregivers have access to sufficient information they require to enable them and their household to understand the role of Caregiver and what will be expected of them.	44
	- Working with Engaging All New Zealanders to proactively explore and support Caregiver recruitment opportunities within the region	44
Caregiver assessment and approval	- Conducting the relevant Caregiver assessments and reviews in a timely manner as per policy, care standards, and practice guidance	45, 46, 47, 48
	- Work in collaboration with SCF to provide provisional assessment for urgent placement when required and ensure that all necessary steps are taken to complete full assessment within timeframes set out in care standards, policy and practice guidance	49
	- Ensure that through-out the assessment process the prospective Caregiver is kept informed of assessment progress and rationale for any potential delays	
	- Proactively progressing Caregiver approvals in keeping with the relevant approval processes, keeping potential Caregivers actively informed on the progress of their approvals	48, 49, 50

Key Result area	Key Accountabilities	Relevant Care Standard	
Caregiver Support	- Making home visits and contact with Caregivers on a regular basis in accordance with policies, Care Standards, other relevant legislation and professional judgement to ensure that the Caregiver is receiving all the support they require	57, 58, 59, 60, 61, 63	
	- Ensuring the inclusion of family/whānau Caregivers in all caregiver services	44, 57, 58, 59, 60, 61	
	- Support to Caregivers is in accordance with policies, Care Standards and other relevant legislation, including but not limited to; <ul style="list-style-type: none"> o Training o Eligibility and financial entitlement o Advocacy and the referral to additional resources and support o Advice and guidance o Support to meet the specific needs of tamariki in their care o Maintaining a safe environment 	57, 58, 59, 60, 61, 62, 64	
	- Completing and reviewing quality Caregiver support plans in a timely manner (in line with policies, Care Standards), and ensuring that the caregiver support plans are complimentary to the child's support plan and needs.	58, 59, 60, 61	
	- Ensuring Caregivers have received all required information and documentation relating to each child they are caring for from the child's respective social worker	57	
	- Delivering and facilitating training to all caregivers, in a variety of settings and times, to meet the needs of the Caregivers, and provide access to alternative and additional training	58, 59, 60 60	
	- Assisting and supporting Caregivers in the event of an allegation or complaint that may result in an investigation and/or action, in accordance with policy	All	
	- Managing and responding to complaints from Caregivers	57, 58, 59, 60,	
	- Assisting the child's social worker to match the child with the best placement decisions and options, that best meets the needs of the child	61 60	
	- Ensuring that the Caregiver has access to respite care and peer support	61,62, 63, 65	
	- Ensuring that the Caregiver is supported in maintaining whānau connections, and has the relevant support to promote the identity and culture, and education for the tamariki in their care		
	Internal and inter-agency relationships	- Work collaboratively in developing and maintaining effective links with other social work colleagues, professional advisors, managers and other employees of Oranga Tamariki, NGOs and any Iwi Social Service,	Covers all

Key Result area	Key Accountabilities	Relevant Care Standard
	<p data-bbox="517 293 1206 439">Cultural Social Service, appropriate Māori and Pacific Island peoples with whom Oranga Tamariki may be in partnership to ensure stable, loving placements for the tamariki in our care</p> <ul style="list-style-type: none"> <li data-bbox="472 456 1206 913"> – Working collaboratively with social work colleagues and support staff; <ul style="list-style-type: none"> <li data-bbox="568 539 1206 607">○ To ensure the best interests of the tamariki in our care <li data-bbox="568 618 1206 685">○ To ensure that the interests of Caregivers and Adoption applicants are best catered for <li data-bbox="568 696 1206 808">○ To ensure that Caregivers are central to the care process and partnering with them on the on-going development of best practice <li data-bbox="568 819 1206 913">○ to ensure that Caregivers are supported and included in discussions and planning for the tamariki in their care. 	Covers all