

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



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

## PUBLIC SERVICE PURPOSE STATEMENT

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## 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.

### 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.

## The Oranga Tamariki way



## 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
<b>Social Work Practice</b>	<ul style="list-style-type: none"> <li>Information gathering and analysis at intake and assessment phase</li> <li>Planning, implementation and review of appropriate interventions, in conjunction with the supervisor, and where appropriate, an assigned co-worker</li> <li>Preparing reports as required, based on extensive and accurate information gathering and analysis</li> <li>Using existing professional practice tools and those which may from time to time be introduced by the Ministry</li> <li>Providing appropriate information to clients, professionals, colleagues and others in order to maximise good decision making processes</li> <li>Participating in the processes of the Family Group Conference (FGC) and those tasks which follow an FGC</li> <li>Completing tasks associated with the Family when required, including preparing and presenting a range of reports for Court</li> </ul>

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> <li>– Providing case management in conjunction with the supervisor and other relevant parties</li> <li>– Keeping factual and timely formal records through the use of computer based and other information systems</li> <li>– Co-operating with any agreed quality assurance process operated by the Ministry</li> </ul>
<b>Quality service delivery</b>	<p>Delivering quality services that:</p> <ul style="list-style-type: none"> <li>– Are culturally appropriate and consistent with the Treaty of Waitangi and the Ministry's Maori (Te Toka Tumoana) and Pacific Peoples (Va'aifetu) strategies</li> <li>– Comply with the Oranga Tamariki Act 1989, the Public Finance Act 1989, and with other relevant legislation and regulations</li> <li>– Are consistent with Service policies and procedures, including Oranga Tamariki Code of Conduct</li> <li>– Are cost effective and within financial parameters set by the manager.</li> </ul>
<b>Internal and inter-Agency relationships</b>	<ul style="list-style-type: none"> <li>– Making a positive contribution to the development of a co-operative relationship with the supervisor</li> <li>– 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</li> <li>– 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</li> </ul>
<b>Organisational contribution</b>	<ul style="list-style-type: none"> <li>– 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</li> <li>– Following legislative requirements, and Ministry policies and practices at all times</li> <li>– Participation in the provision of a 24 hour service which includes working after hours, on weekends and Public Holiday as required</li> <li>– Seeking approval for funding of interventions on a case by case basis within defined parameters</li> <li>– Accepting responsibility for accurate entering of data required for casework recording</li> <li>– Complying with all lawful and reasonable instructions given by supervisor and line managers, including delegations from Co-ordinators</li> </ul>
<b>Self-Management Responsibilities</b>	<ul style="list-style-type: none"> <li>– Planning and taking opportunities for training, coaching and other professional development possibilities</li> </ul>

## IN-CONFIDENCE

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"><li>– Managing work priorities, personal workload and stress levels with the support of the supervisor</li><li>– 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</li><li>– Complying with requirements of the supervision policies</li></ul>
<b>Other Activities</b>	<ul style="list-style-type: none"><li>– Undertaking any other appropriate activities that fall within the purpose of the position stated at the beginning of this job description.</li></ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"><li>– Actively and positively participate as a member of the team</li><li>– Proactively look for opportunities to improve the operations of Oranga Tamariki</li><li>– Perform any other duties as needed by Oranga Tamariki</li><li>– Comply with and support all health and safety policies, guidelines and initiatives</li><li>– Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li><li>– Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li><li>– Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li><li>– Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li></ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"><li>– Other social work practitioners within Oranga Tamariki</li><li>– Oranga Tamariki staff including Managers and Team Leaders</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>– Practice Leaders and Advisors</li><li>– Social Work practitioners within Iwi Social Services</li><li>– Local community groups, networks and social service agencies;</li><li>– Other Government agencies such as: Office of the Commissioner for Children, Education, Health, Immigration Service, Internal Affairs, Justice, Te Puni Kokiri, Youth Development</li><li>– Community Service Providers</li><li>– Nga Iwi.</li></ul>

## QUALIFICATIONS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>– A Social Work qualification recognised by the New Zealand Social Workers Registration Board (SWRB),</li> <li>– Full SWRB registration and current annual practising certificate, and</li> <li>– Hold a full, clean valid drivers' licence.</li> </ul>
<b>Personal commitment</b>	<p>Demonstrated evidence of commitment to the following is required:</p> <ul style="list-style-type: none"> <li>– Our organisational vision, purpose, values and goals</li> <li>– Treaty of Waitangi, Te Toka Tumoana, Va'aifetu and Puao-te-Ata-tu</li> <li>– Working with clients and colleagues in a culturally sensitive and appropriate manner</li> <li>– Equal employment opportunities</li> </ul>

## POSITION COMPETENCIES

<b>Competency</b>	<b>Description of success profile behaviour</b>
<b>Resilience</b>	A demonstrated ability to persevere through periods of heavy workloads in stressful situations.
<b>Conceptual thinking</b>	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.
<b>Analytical thinking</b>	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.
<b>Interpersonal understanding</b>	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.
<b>Achieving the task</b>	The ability to organise work through an efficient use of time, setting targets and achieving them.
<b>Self-confidence</b>	Confidence in one's own judgement and a willingness to express an independent view point
<b>Relationship building</b>	An ability to engage with clients and to establish working relationship with agencies, voluntary groups and individuals.
<b>Influencing others</b>	An ability to influence others through appropriate use of directive and non-directive means.
<b>Information seeking and interpretation</b>	An ability to elicit basic information and probe for further facts through a wide range of information gathering skills.

## IN-CONFIDENCE

Competency	Description of success profile behaviour
<b>Listening and responding</b>	An ability to listen, to interpret, clarify and respond appropriately.
<b>Role clarity</b>	An ability to be clear about one's role and to evaluate the purpose of taking a particular action.
<b>Service orientation</b>	A desire to work within the framework of the organisation (and where appropriate, Iwi Social Service) toward meeting the desired outcomes for clients.
<b>Team work and co-operation</b>	A commitment to work co-operatively as part of a team, and to be flexible in a changing work environment.