

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



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|-----------------|--|
| Title:          | Social Worker                                |
| Group:          | Tamariki and Whānau Services / Youth Justice |
| Reports to:     | Social Work Supervisor                       |
| 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 hapori, 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

All children are safe, loved and nurtured by whanau, hapu, and iwi, supported by thriving communities.

### Our purpose

We serve those children, young people, and families who come to our attention. We focus on keeping them safe and preventing them from coming into care or custody by ensuring the children's system provides support to families.

### Our three shifts

|                     |   |
|---------------------|---|
| Mana Ōrite          | Shift decision making and resources by enabling communities |
| Whakapakari Kaimahi | Enable our People   |
| Rato Pūnaha         | Lead the System   |

**Our Values**



**POSITION PURPOSE**

The purpose of this role is to provide statutory social work services which promote the protection, wellbeing and best management of children and young persons in safe families. The 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.

**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 investigation phases.</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 and Youth Court, including preparing and presenting a range of reports for Court</li> <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> </ul> |

## IN-CONFIDENCE

| Key Result area                                | Key Accountabilities   |
|--|--|
|  | <ul style="list-style-type: none"> <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 Māori (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's 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, manage young offenders, 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 Oranga Tamariki 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> <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</li> </ul>  |

| Key Result area                               | Key Accountabilities  |
|---|---|
|   | <p>the workplace and participating as part of the organisation to provide for a safe and healthy work environment.</p> <ul style="list-style-type: none"> <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>- Internal service providers, including Policy.</li> <li>- Oranga Tamariki Staff</li> </ul>  |
| <b>External</b> | <ul style="list-style-type: none"> <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), or</li> <li>- Full SWRB registration and current annual practising certificate, and</li> <li>- A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles</li> </ul> |
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| <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 Puaote-Atatu</li> <li>- Working with clients and colleagues in a culturally sensitive and appropriate manner.</li> <li>- Equal employment opportunities.</li> </ul> |
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## POSITION COMPETENCIES

| Competency                                    | Description of success profile behaviour  |
|---|---|
| <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 the ability to interpret 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.  |
| <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.  |

## IN-CONFIDENCE

| <b>Competency</b>                 | <b>Description of success profile behaviour</b>  |
|-----------------------------------|--|
| <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.  |