

## POSITION DESCRIPTION



Role Title: *Social Worker*

Position Description Number: *SW01*

Business Unit: *Child and Family Services*

Reports to: *Service Manager / Team Leader Social Work*

Salary Band: *CAFS Pay Progression System – Step 6 to Grade 13*

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

### Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

### Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

### Our Guiding Principles

Kotahitanga – Unity

Ata Whakarongo – Hear with Intent

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Mahi tōtika – Do the Right Things Well

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

### Purpose of the role:

The purpose of the role is provide a range of social work services to support children and their families in a range of settings including home, schools, community and care.

### Purpose of the Business Unit:

Child and Family Services work to meet the needs of children from birth to adulthood and range from population based universal services to intensive services targeted at some of New Zealand's most vulnerable children and young people.

Through our work tamariki/children are safe from physical and emotional harm; their capability and resilience and that of their family/whanau is strengthened; they are all



Kia eke ai te hunga taitamariki  
ki ngā rangi tūhāhā

empowered for the future and all tamariki/children are better understood and valued in their homes and communities.

## Key Result Areas

### Working with Children and Families

**Outcome:** Children and young people are safe and their wellbeing and life outcomes are enhanced

#### Key

**responsibilities include:**

- Ensure the well-being and safety of the child remains paramount at all times.
- Ensure the voice of the child is heard and responded to in line with Barnardos policies and procedures and contractual obligations.
- Work with children and families/caregivers utilising a range of social work skills and strategies consistent with the relevant Barnardos practice approach and framework.
- Ensure that the individual needs of children and families are effectively assessed using the specified assessment framework in all cases.
- Ensure that individual plans are developed, managed, coordinated, delivered, monitored and reviewed in partnership with children and families.
- Identify and utilise appropriate effective interventions, resources and support networks available to assist children and families/caregivers.
- Contribute to the development and delivery of group programmes to children and families/caregivers where required.
- Advocate for the needs and rights of children and their families/caregivers.
- Complete work in accordance with Barnardos policies and procedures, contractual obligations and the standards of practice and codes of ethics of relevant professional and regulatory bodies.

### Case Management

**Outcome:** Clients' situations are well understood and responded to effectively. Information, data, assessment and planning is captured and managed accurately, efficiently and in a timely manner.



**Key responsibilities include:**

- Ensure that all referrals are managed in a timely manner with sound communication to all parties.
- Ensure that all parties understand, sign and agree to all appropriate documentation.
- Ensure that all case management documentation is completed in a timely and accurate manner .
- Maintain case management files and ensure they are safe and secure and can be audited at any time.
- Ensure all recording requirements as required by Barnardos client management system BConnect are met.
- Participate in supervision and professional training and development as required.

**Relationships**

**Outcome:**

The wellbeing of children and families and caregivers is well coordinated, promoted and protected.

**Key responsibilities include:**

- Develop and maintain client relationships that:
  - ensure client safety
  - take into account individual differences and the cultural and social context of the client's situation
  - validate the clients' experience, beliefs and values and acknowledge clients' expertise in their own lives
  - encourage and facilitate participation in the working relationship
  - allow the client to gain control over their circumstances
  - are in line with Barnardos guiding principles and Child & Family Services Competency Framework.
- Develop and maintain strong collaborative relationships with other staff, agencies, professionals, communities, local networks and iwi.
- Maintain appropriate boundaries so that all decisions are made in the best interest of children and families.

**Ngā Pou e Whā (Māori Strategy)**

**Outcome:**

All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori Strategy.

**Key responsibilities include:**

- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice.
- Build all relationships with consideration of the Barnardos principles and Ngā Pou e Whā.



## Health, Safety and Environment

**Outcome:** A safe and healthy working environment is maintained at all times.

- Key responsibilities include:**
- Take individual responsibility for Health and Safety practices.
  - Comply with occupational health and safety legislation and regulations.
  - Be familiar with and observe all safe work policies, procedures and instructions.
  - Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
  - Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.

## Projects or Other Duties as Required

**Outcome:** The team and function meets its purpose and strategy.

- Key responsibilities include:**
- Perform other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction.

## Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the **key relationships** to be developed are as follows:

Within Barnardos NZ	Outside Barnardos NZ
Service Manager / Team Leader	The child, their families/whanau and their support networks
Team Colleagues	Oranga Tamariki, Family Court and other government agencies
Service Development team	Schools, community and local agencies
Client Management System support staff	Local iwi and networks
	All other agencies and professionals involved with the child and family



## Person Specification

### Qualifications (or equivalent level of learning)

Essential	Desirable
A recognised qualification under the current requirements of the Social Workers Registration Act 2003.	Is a registered Social Worker or has registration under the conditions of Section 13 of the Social Workers Registration Act 2003.
Drivers' licence.	

### Experience

Essential	Desirable
Professional social work experience.	Experience working in a multi-disciplinary environment.
Experience working with children and families	Experience working with children and families with complex needs.
Experience managing and diffusing complex conflict situations ensuring child paramountcy principles are maintained at all times.	Experience creating and maintaining an environment in which individuals can make choices and take responsibility for their actions.
Experience adapting approaches and plans to fit with changing conditions, tasks, responsibilities or people.	Experience using a client management system.

### Knowledge

Essential	Desirable
Has a sound knowledge of social work theories models and practice and their application	Has specialist knowledge in a relevant area of social work practice for example child protection , foster care, family violence .
Has a sound knowledge and understanding of relevant legislation and regulations and their application	Sound understanding of how key agencies work with families in the social, health, education and justice sectors, including an awareness of current resources and services.
Has a sound knowledge and understanding of child development, behaviour management, attachment theory, and the dynamics of family violence, child abuse, neglect, power and control.	Trauma informed practice - an understanding of the impact of trauma on child development and how to effectively minimize its effects without causing additional trauma.



## Skills and Competencies

The Barnardos Child & Family Services (CAFS) Competency Framework articulates the standards of practice for Barnardos CAFS staff. There are a range of generic and Barnardos specific key indicators for each competency and position level. How they are demonstrated in each role is set out in the Competency Framework.

See the CAFS Competency Framework for more information - located on the Barnardos Website 'Work For Us' page, or Barnardos Intranet.

## Vulnerable Children Act 2014

This role is a Core Children's Worker under the Vulnerable Children Act 2014.

## Delegations and Authority

### Human Resources

- No formal responsibility for staff.

### Financial – Budgetary and Expenditure Limits

- **Budget Expenditure:** No authority to commit to expenditure.
- **Purchase Orders:** No authority to approve or issue purchase orders.
- **Purchase Card (Freedom Card):** Monthly limit of \$1000 and per transaction limit of \$500

### Correspondence

- No authority to sign external correspondence

## Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes will be discussed between the jobholder and manager and will be approved by the relevant Executive Leadership Team (ELT) member.

Authorised by:	GM Child & Family Services	Date authorised:	
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