

POSITION DESCRIPTION



Role Title: Social Worker - Residential

Business Group: Child & Family Services

Reports to: Team Leader

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 this role is to:

- work with each young person admitted to the residential services and their family/whānau to assess the familial and other contributors to the young person's behaviour and;
- to teach and support family/whānau to implement routines and programmes designed for the young person during the course of the admission and during post placement transition.



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Purpose of the Business Group:

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/whānau is strengthened; they are all empowered for the future and all tamariki/children are better understood and valued in their homes and communities



Key Result Areas

Working with young people and families/whānau

Outcome: 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 young person is heard and responded to in line with Barnardos policies and procedures and contractual obligations.
- Work with young people and families 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 care plans are developed, managed, coordinated, delivered, monitored and reviewed in partnership with children and family/whānau.
- Develop and maintain a positive working relationship with the young person's family/whānau with a focus on enhancing family relationships, promoting communication between family members and ensuring that family members are regularly informed about a young person's successes and challenges in residence.
- Facilitate constructive access/contact between young people and their family/whānau.
- Support family/whānau to address issues and make changes required to support on-going positive family relationships, including the possibility of returning home.
- Actively contribute to planning processes alongside Residential Youth Workers, clinicians/therapists, associated agencies and Oranga Tamariki.
- Contribute to and support the development of transition planning for young people which is inclusive of family/whānau.
- Advocate for the needs and rights of young people and their family/whānau.
- 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.

Administration

Outcome: All administration duties are carried out in an accurate and efficient manner.



Key responsibilities include:

- Ensure that documentation is completed in a timely and accurate manner, including provision of Barnardos policies to the young person.
- Ensure that young person's schedule and plans are communicated clearly to the Residential Youth Workers in order for them to implement the plans.
- Comply with administrative duties including leave forms, timesheets and data and file records and reports.

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 young people, families and caregivers is well coordinated, promoted and protected.

Key responsibilities include:

- Develop and maintain client relationships that:
 - Ensure client safety
 - Recognise the young person's trauma history and appropriately respond to this
 - Take into account individual differences and the cultural and social context of the young person's situation
 - Validate the young person's and their family/whānau's experience, beliefs and values and acknowledge their expertise in their own lives
 - Support the family/whānau to gain control over their circumstances, safely.
 - Are in line with Barnardos guiding principles and Child & Family Services Competency Framework.
- Develop and maintain strong collaborative relationships with other staff, agencies, professional, local networks and iwi.
- Maintain appropriate boundaries so that all decisions are made in the best interest of children and families.
- Develop and maintain a positive working relationship, with the young person's Oranga Tamariki social worker to ensure



coordinated positive outcomes for young people and their family/whānau.

Practice Standards

Outcome: Working collaboratively to ensure that practice standards are delivered consistently in the home.

Key responsibilities include:

- Ensure that social work practice is planned in consultation with the Team Leader and delivered within appropriate time frames.
- Ensure that practices are consistent with the Children, Young Person's and their Families Act (1989), Barnardos policies and procedures and other relevant legislation.
- Adhere to the Code of Ethics and associated codes of conduct related to the Social Work profession e.g. ANZASW Objects of Association and SWRB Code of Conduct.
- Participate in professional and team development and up-skilling, including supervision and case reviews.
- Participate in mandatory training including but not limited to, Ngā Pou e Whā, First Aid, recognised de-escalation and restraints training and The Rights of Children in Care.
- Maintain full membership of the ANZASW and/or Social Work Registration.
- Integrate professional development and training into practice.
- And in collaboration with the Team Leader, ensuring that evidence-based practice, in particular Barnardos' approved model of trauma informed care is delivered to the Residential Youth Workers to support their safe practice.

Ngā Pou e Whā (Māori Strategy)

Outcome: All work at Barnardos is done with consideration of the Barnardos principles and Ngā Pou e Whā (Māori 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
Team Leader	The young person, their families/whānau and their support networks
Residential Youth Workers and other SGH support staff	Oranga Tamariki, Family Court and other government agencies
Operations Manager	Schools, community and local agencies
Client Management System support staff	Local iwi and networks
	All other agencies and professionals involved with the young person and family/whānau

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.	
Full clean NZ Drivers Licence	



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Experience

Essential	Desirable
Experience of working with complex and challenging families and young people.	Experience working in a multi-disciplinary environment.
No less than 3 years professional social work experience	Experience using a client management system.
Experience managing and diffusing complex conflict situations ensuring child paramouncy principles are maintained at all times.	
Experience adapting approaches and plans to fit with changing conditions, tasks, responsibilities or people.	
Experience in communicating clearly and effectively and relating well to a wide range of people.	
Experience in creating and maintaining an environment in which individuals can make choices and take responsibility for their actions.	

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 of social work theories models and practice 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.
Knowledge of Tikanga Maori.	

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
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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.

Date Created:		Date last updated:	
Authorised by:		Date authorised:	
Signature:			

