

## Position Description

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<b>Position</b>	<b>Social Worker (New Entry)</b> Allied Health New Entry to Specialist Practice Mental Health Graduate Programme
<b>Team / Service</b>	Learning and Development & Clinical areas as assigned during the AH-NESP programme
<b>Directorate</b>	MHAIDS Services - Mental Health Addiction and Intellectual Disability
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Learning and Development Manager - MHAIDS
<b>Professional accountability to</b>	Occupational Therapy Professional Lead, MHAIDS
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	Clinical areas as assigned during the AH-NESP programme

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care

- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

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|------------------------|--|
| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.  |
| <b>Mana motuhake</b>   | Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.       |
| <b>Mana tāngata</b>    | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.  |
| <b>Mana Māori</b>      | Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge). |

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## Te Mauri o Rongo – The New Zealand Health Charter

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Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

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|-------------------------|---|
| <b>Wairuatanga</b>      | Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.  |
| <b>Rangatiratanga</b>   | As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.  |
| <b>Whanaungatanga</b>   | We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together. |
| <b>Te Korowai Āhuru</b> | A cloak which seeks to provide safety and comfort to the workforce.   |

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Service Perspective

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The hospital and health services of the Districts provide a range of services, one such group of services includes Mental Health, Addiction and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans two districts - Wairarapa, Capital, Coast and Hutt Valley and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whāriki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand
- He Ara Oranga

- Mental Wellbeing Long Term Pathway
- Whakamaua – Māori Health Action Plan 2020-2025
- The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga
- Intellectual Disability High and Complex Framework

The Service has access to business support services including People and Culture, and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

## Purpose of the role

A **social worker - new entry level** (within first two years of practice), provides safe and clinically effective tangata whaiora/client assessment and intervention, with a focus on developing clinical capability with support from more experienced practitioners and leaders.

The MHAIDS Allied Health – New Entry to Specialist Practice (AH-NESP) programme supports the transition from student to practitioner for new graduate social workers and occupational therapists working in the mental health, addictions and intellectual disability service (MHAIDS).

A Social Worker should be registered by, and hold a current annual practising certificate with the Social Workers Board of New Zealand. They are required to practice in accordance with all relevant legislation and DHB policy, including codes of ethics and conduct.

Social workers in the MHAIDS AH-NESP programme will:

- Complete two rotations within the MHAIDS clinical sectors, which may include inpatient whaiora, community, adult, forensic rehabilitation, younger persons, specialist māori and pasifika services.
- complete a Postgraduate Certificate in Health Science (Mental Health & Addictions) at Auckland University of Technology. This qualification focuses on recovery-oriented mental health practice.
- receive expert clinical mentorship on the job, weekly clinical supervision and regular tautoko from the AH-NESP coordinator.
- participate in peer support opportunities with the other AH-NESP clinicians and receive specific professional tautoko from MHAIDS occupational therapy and social work groups.

The programme is coordinated and managed by the MHAIDS AH-NESP Coordinator.

## Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Clinical Practice	<ul style="list-style-type: none"> <li>▪ Takes legal and professional responsibility for managing own caseload of tangata whaiora / clients, with support from a more experienced social worker.</li> </ul>

- Carries out comprehensive assessment with tangata whaiora (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.
- Formulates and delivers individualised social work intervention using appropriate clinical assessment, reasoning skills and knowledge of treatment approaches. This should, take into account the tangata whaiora's own goals and those of the wider multidisciplinary team (MDT).
- Demonstrates effective communication to establish a therapeutic relationship and set expectations with the tangata whaiora, whānau and MDT, inclusive of the wider health team and external agencies as appropriate.
- Assesses the tangata whaiora's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties).
- Regularly reassesses and evaluates the tangata whaiora / client's progress against identified goals and adjust intervention as situations change.
- Develops comprehensive discharge / transfer plans as appropriate.
- Refers on to other services to work with the tangata whaiora/client towards achievement of longer term goals.
- Carries out regular clinical risk assessments for tangata whaiora/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate. This may include assessing harm to self and/or others, elder abuse and neglect, family violence, child abuse and neglect and vulnerable adults.
- Demonstrates provision of culturally safe and bicultural practice with tangata whaiora and their whānau.
- Actively contributes at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure that social work is integrated into the overall intervention including discharge planning.
- Completes documentation consistent with legal and organisational requirements.
- Adheres to any applicable recognised best practice for social work and any relevant clinical policies and practice guidelines.
- Provides advice, teaching and instructions to tangata whaiora, carers, relatives and other professionals to promote consistency of support being delivered.
- Demonstrates an understanding of the roles of the multidisciplinary team.

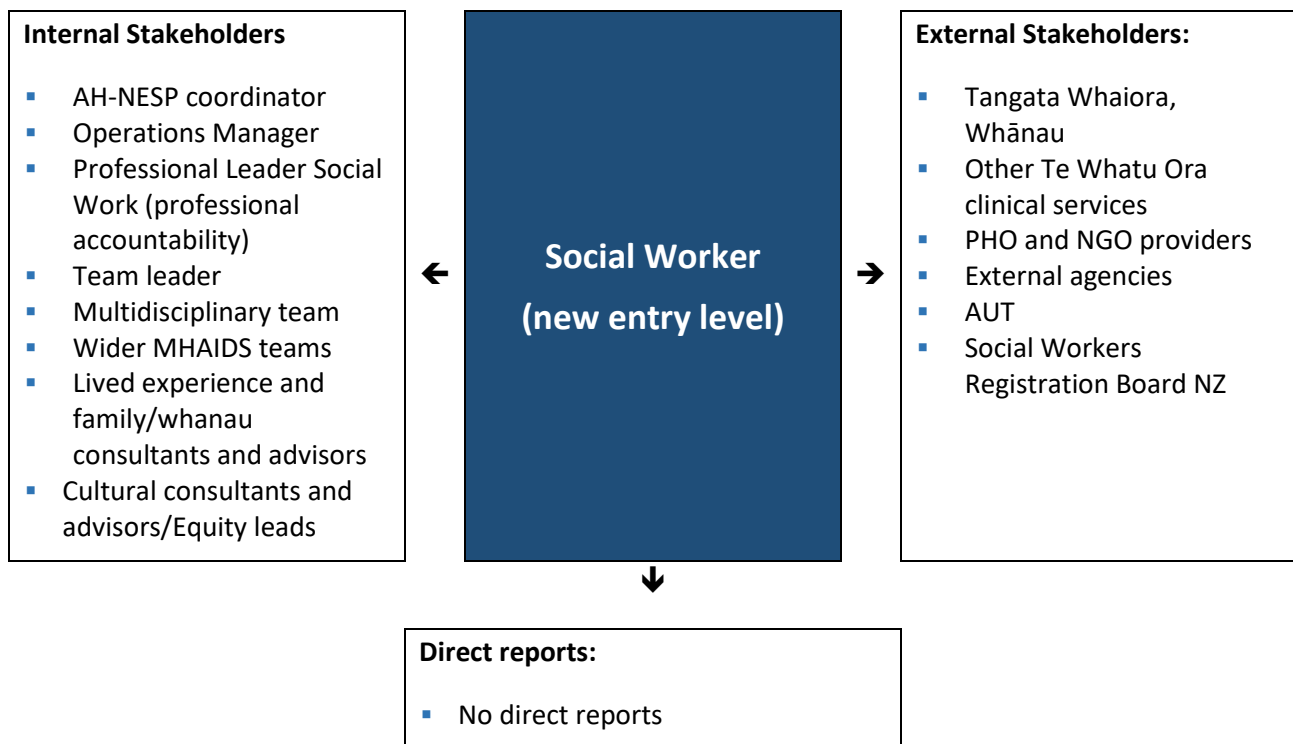
2. Teaching & Learning	<ul style="list-style-type: none"> <li>▪ Maintains competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This should comply with professional registration requirements.</li> <li>▪ Contributes to the education of social work students as directed and delegated by student supervisors.</li> <li>▪ Maintains an awareness of current developments in the clinical areas being worked in.</li> <li>▪ Be involved in the induction and training of newly appointed staff as required.</li> <li>▪ Completes mandatory training as applicable for the role.</li> <li>▪ Participates in an annual performance review and associated clinical assurance activities.</li> <li>▪ Participates in regular professional supervision in line with the organisations requirements and/or professional body.</li> </ul>
3. Leadership & Management	<ul style="list-style-type: none"> <li>▪ Attends and contributes to relevant department, clinical and team meetings</li> <li>▪ Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.</li> </ul>
4. Service Improvement and Research	<ul style="list-style-type: none"> <li>▪ Undertakes as directed, the collection of data for use in service audit and research projects.</li> <li>▪ Participates in quality improvement activities when requested.</li> <li>▪ Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</li> <li>▪ Practises in a way that utilises resources (including staffing) in the most cost effective manner.</li> <li>▪ Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.).</li> </ul>

## Key Relationships & Authorities

Reports to:

- MWider HAIDS Learning and Development Manager





## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>Probes all fruitful sources for answers</li> <li>Can see hidden problems</li> <li>Is excellent at honest analysis</li> <li>Looks beyond the obvious and doesn't stop at first answers</li> </ul>
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>Builds appropriate rapport</li> <li>Builds constructive and effective relationships</li> <li>Uses diplomacy and tact</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Practises active and attentive listening.</li> <li>Explains information and gives instructions in clear and simple terms.</li> <li>Willingly answers questions and concerns raised by others.</li> <li>Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.</li> <li>Is confident and appropriately assertive in dealing with others.</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Deals effectively with conflict.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>Develops constructive working relationships with other team members.</li> <li>Has a friendly manner and a positive sense of humour.</li> <li>Works cooperatively - willingly sharing knowledge and expertise with colleagues.</li> <li>Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.</li> <li>Supports in word and action decisions that have been made by the team</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li>Uses time effectively and efficiently – values time, concentrates efforts on the more important priorities.</li> </ul>
<b>Self Development</b>	<ul style="list-style-type: none"> <li>Personally committed to and actively works to continuously improve.</li> <li>Understands that different situations and levels may call for different skills and approaches.</li> <li>Works to deploy strengths.</li> <li>Works on compensating for weakness and limits.</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Clinical placements and or clinical experience applicable in mental health, addictions and intellectual disability (desirable).

### B. Essential Professional Qualifications / Accreditations / Registrations:

- Registration with Social Workers Registration Board of NZ and have a current annual practicing certificate.
- Member of Aotearoa New Zealand Association of Social Workers - Professional Association (desirable).

### C. Someone well-suited to the role will place a high value on the following:

- Focus on delivering high quality care for the tangata whaiora/client/whānau.
- Self-motivated in developing clinical and professional practice.
- Passion for the mental health and addictions field of practice.
- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Māori.

### D. Other:

- Current full NZ driver's licence with ability to drive a manual and automatic car (required for roles based in the community or where the role may be required to work across multiple sites).
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
- A high standard of written and spoken English.



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**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.