

## Position Description

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<b>Position</b>	<b>Social Worker</b>
<b>Team / Service</b>	Intellectual Disability Service
<b>Directorate</b>	Mental Health, Addictions & Intellectual Disability Service(MHAIDs)
<b>District</b>	Capital, Coast, Hutt Valley & Wairarapa districts
<b>Responsible to</b>	Team Leader
<b>Professional accountability to 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>	45 Raiha Street, Porirua

## 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:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** 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.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** 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:

- Wairuatanga** Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.
- Rangatiratanga** 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.
- Whanaungatanga** 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.
- Te Korowai Āhuru** 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 three 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.

## Team Perspective

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Intellectual Disability Forensic Services has adult, youth and community services.

The inpatient services include Haumietiketike, a regional intellectual disability adult secure forensic unit which has eleven beds. There are two step-down Cottages with a total of eight adult beds and are located next to Haumietiketike which is on the Ratonga Rua-o-Porirua campus in Porirua. Manawai is the national facility for adults with an intellectual disability and/or mental illness who have conditions of such severity that they have been subject to long-term hospital level care compromising their quality of life. It has six apartments situated alongside Haumietiketike. Hikitia Te Wairua is the national intellectual disability secure forensic youth unit which has six beds. Hikitia Te Wairua is co-located with the Youth Acute Inpatient Mental Health Inpatient Unit (Rangatahi) and the National Secure Youth Forensic Unit in the Centre of Excellence at Kenepuru Hospital.

The Community team provides two functions: as a Mental Health Intellectual Disability Team which provides assessment and treatment services in the Wellington region and consultation/liaison and training in the central region; and as a Consultation Liaison team which provides assessment and support in the central region to patients whose behaviour has resulted in legal proceedings.

## Role Perspective

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This position is a key team member in the Intellectual Disability Forensic Inpatient Services. Our forensic intellectual disability services are for people who have a diagnosed intellectual disability and have committed often-serious offences. These clients are usually care recipients or special care recipients under the Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003 (IDCC&R) who have been convicted or found unfit to stand trial. Some clients are also in service under the Mental Health (Compulsory Assessment and Treatment) Act 1992 position

The Intellectual Disability Service is an inpatient service that operates 24 hours a day, 7 days a week, 365 days a year and provides assessment, treatment and rehabilitation of the above mentioned client group. The service is staffed with medical, nursing, allied health clinicians, mental health support workers, managers and administrators. The nursing and mental health support worker staff all work rostered and rotating shifts. This role typically works across the adult and youth inpatient services.

The maximum number of clients in inpatient services is 31 people. The length of stay for each client varies and in more recent years orders have been for an average of two years.

Social Worker is responsible for providing safe and clinically effective client assessment and intervention and goal setting with clients within the Intellectual Disability service, this includes treatment and rehabilitation plans developed together with clients their whanau and the multi-disciplinary team.

This role will:

- Provide comprehensive assessments and plan treatment and rehabilitation collaboratively with the client and their Whanau

- Provide Case Management to clients under the Mental Health (Compulsory Assessment and Treatment) Act 1992.
- Role model and provide sound clinical and cultural considerations in the multidisciplinary team process as appropriate
- Assist the client and his/her family/whanau to achieve optimal health, well-being and safety through provision of appropriate assessment, treatment, rehabilitation and education.
- Work closely with community agencies to achieve the outcomes agreed by the multidisciplinary team process.
- Participate in, and contribute to, professional development activities in social work.

The Social Worker reports operationally to the Team Leader and is professionally accountable to the Professional Leader for Social Work (Mental Health). At Capital, Coast and Hutt Valley District we have a Clinical Career Pathway (CCP) which sets expectations for professional practice within our organisation

## Key Responsibilities

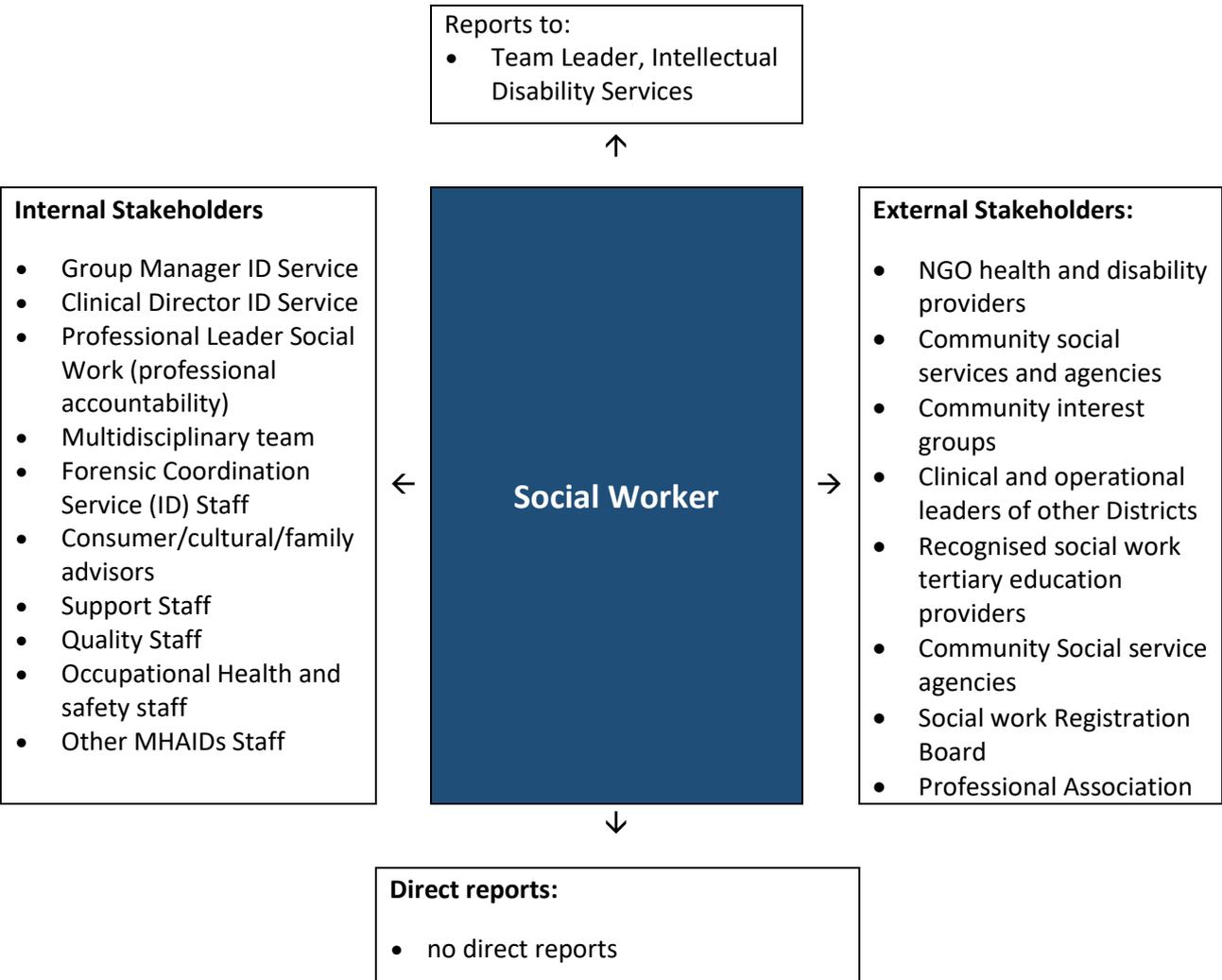
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Clinical Practice	<ul style="list-style-type: none"> <li>• Takes legal and professional responsibility for managing own caseload of patients/clients with increasing complexity and be able to independently adapt and make decisions regarding social work intervention.</li> <li>• Carries out comprehensive assessment with patients (and whānau where appropriate). This may include use of standardised assessments to assist in assessment and intervention planning</li> <li>• Demonstrate effective communication to establish a therapeutic relationship and set expectations with patients /clients, whanau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</li> <li>• Regular reassesses and evaluates the patient / clients progress against identified goals and adjust intervention as situations change.</li> <li>• Refers on to other services to work with the patient/client towards achievement of longer term goals.</li> <li>• Carries out regular clinical risk assessment for patients/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.</li> <li>• Represents the service and/or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure social work is integrated into the overall intervention (where appropriate) Including discharge planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adheres to any applicable recognised best practice for social work and any relevant clinical policies and practice guidelines</li> <li>• Identifies unmet needs of patients and identifies potential solutions to address these needs.</li> </ul>
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>• Supervises, educates and assesses the performance of social work students</li> <li>• Demonstrates the ability to critically evaluate research and apply to practice</li> <li>• Involved in the induction and training of newly appointed staff as required</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, leading and facilitating such meetings as requested</li> <li>• Assists team leaders and professional leaders in clinical assurance activities of social work staff as requested</li> </ul>
4. Service Improvement and Research	<ul style="list-style-type: none"> <li>• Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or advanced or expert AH professionals.</li> <li>• Develops and/or participates in regional/sub regional professional networks as appropriate to area of work</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>• 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 specification etc).</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>• Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>• Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>• Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature.</li> <li>• Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>• Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>
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### Key Relationships & Authorities



### 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>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>• Is widely trusted</li> <li>• Is seen as a direct, truthful individual</li> <li>• Can present the unvarnished truth in an appropriate and helpful manner</li> <li>• Keeps confidences and admits mistakes</li> <li>• Doesn't misrepresent her/himself for personal gain</li> </ul>
<b>Priority Setting</b>	<ul style="list-style-type: none"> <li>• Spends his/her time and the time of others on what's important</li> <li>• Quickly zeroes in on the critical few and puts the trivial many aside</li> <li>• Can quickly sense what will help or hinder in accomplishing a goal</li> <li>• Eliminates roadblocks</li> <li>• Creates focus</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> <li>• Can diffuse even high-tension situations comfortably</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> <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>• Have 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 work and action decisions that have been made by the team</li> <li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community</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

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Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Previous experience and knowledge of intellectual disability service delivery, with specific strengths in the following areas:
  - Mental health and disability rehabilitation frameworks
  - Minimum of 2-5 years clinical practice.
  - Clinical experience applicable to role.

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

- NZ Registered Social Worker with current annual practicing certificate.
- Current Full NZ driver's licence with ability to drive manual and automatic car
- 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 patient/client/whanau
- Whanau involvement and client participation in care and rehabilitation planning
- Self-motivated in developing clinical and professional practice
- Knowledge of Intellectual Disability is an advantage
- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori
- Strong interpersonal skills
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, internet resources and email
- A high standard of written and spoken English
- Adept at working across established networks and structures
- Flexible and adaptable
- Proactive and motivated – responds positively to new challenges
- Skilled in time and organisational management
- Works well under pressure – keeps a balance perspective

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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.