

## POSITION DESCRIPTION

Job title:	Social Worker
Responsible to:	National Practice Manager
Responsible for:	No direct reports
Job purpose:	This job exists to support children of parents or caregivers in prison or incarcerated at home, and their whanau, through the delivery of a range of intervention strategies. Working in a professional, sensitive, and culturally appropriate manner.
Financial responsibilities:	\$0 delegated level of authority

### KEY RELATIONSHIPS

**External:**

- Clients and their whanau
- Government agencies and social service providers, i.e., Prisons, Oranga Tamariki, Child Youth and Family, Māori organisations, Pacific Island organisations, churches and faith-based groups, community-based services.
- Iwi

**Internal:**

- Pillars Ka Pou Whakahou Staff, Contractors, and Volunteers

### KEY RESULTS AREA

The position of Social Worker encompasses the following major functions:

1. Programme Delivery
2. Case Management
3. Cultural Awareness
4. Other Duties and Pillars Ka Pou Whakahou Policies

Key Results Area	Jobholder is successful when
<p><b>1. Programme Delivery</b></p> <ul style="list-style-type: none"> <li>• Develop an appropriate, effective, and objective Individual Family Support Plan with enrolled children and their whanau. Reviewing regularly to ensure it is working and still relevant.</li> <li>• Develop and lead the programme within the following life domains and service outcomes: <ul style="list-style-type: none"> <li><i>Justice System Navigation Support:</i> Families are confident dealing with the police, courts, and prison systems</li> <li><i>Financial Literacy:</i> Families have a balanced budget, excluding accumulated debt and debt servicing.</li> <li><i>Healthy Parenting:</i> Child health assessment plans are completed. Families with no care and protection notifications for repeat abuse and neglect.</li> <li><i>Family Wellbeing:</i> Families are in long term, safe, appropriate and affordable housing. Improved attendance and engagement at school. Families with no family violence reported.</li> <li><i>Community Participation:</i> Engagement in organised leisure activity (currently under review)</li> </ul> </li> <li>• Proactively seek opportunities to enhance the development of service provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in all facets of programme planning, development, evaluation, and review.</li> <li>• Families and their whanau move from a crisis-dominant lifestyle to one that demonstrates self-sufficiency and diminished crisis situations.</li> <li>• Assessments and interventions are children and family focused with their outcomes met.</li> <li>• Programme links enrolled families with correct Support Services and community programmes.</li> <li>• New ways of working benefits Pillars Ka Pou Whakahou, clients and their whanau.</li> </ul>
<p><b>2. Case Management</b></p> <ul style="list-style-type: none"> <li>• Form trusted relationships with enrolled families, children, and wider networks to form a respectful working partnership.</li> <li>• Ensure children and young people have opportunities and support in accordance with the Children of Prisoners Bill of Rights Charter.</li> <li>• Act as an advocate for families, liaising with other involved agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Caseload is managed effectively, with clients and their whanau needs met.</li> <li>• Meeting all targets in a timely manner, in accordance with Pillars Ka Pou Whakahou Strategic Priorities. Including closures planned at least three months in advance.</li> <li>• Regular engagement with the Mentoring Coordinator, other Pillars Ka Pou Whakahou</li> </ul>

Key Results Area	Jobholder is successful when
<ul style="list-style-type: none"> <li>• Collaborate with the wider team, ensuring assessment, planning, closure, facilitation, and advocacy is completed with the child(ren) and family wellbeing met – providing a collaborative service model.</li> <li>• Where possible, meet with Health Clinic staff to coordinate a planned approach to carry out family and children health plans.</li> <li>• Work with Government agencies, social service providers and other professionals while the client and whanau is on the Pillars Ka Pou Whakahou journey</li> <li>• Participate in Family Group Conference (FGC) and Strengthening Families, plus all tasks following these meetings.</li> <li>• Make notifications to Oranga Tamariki, following consultation with the Practice Manager.</li> <li>• Clearly record family assessments, case notes, closures, and all other relevant documentation in the client’s case file. Ensure these are appropriate, effective, and objective.</li> </ul>	<p>staff and external agencies – with high level of communication and trust.</p> <ul style="list-style-type: none"> <li>• Documentation is placed in client’s file within the agreed timeframe, including programme evaluations capturing client comments.</li> <li>• Records are kept that meet the requirements of Pillars Ka Pou Whakahou, Child Youth &amp; Family and its funding providers.</li> <li>• Client information is managed in accordance with the Privacy Act 1993.</li> </ul>
<p><b>3. Cultural Awareness</b></p> <ul style="list-style-type: none"> <li>• Practice is in accordance with the partnership inherent in the Te Tiriti o Waitangi. The service provided is client focussed and planned taking into consideration all cultural, religious, and other individual needs.</li> <li>• Actively promote the philosophy and practice of Kaupapa Māori ora.</li> <li>• Promote and monitor cultural safety and the improvement of Māori wellbeing.</li> <li>• Values, beliefs, and customs of indigenous peoples from lands across te moana-nui-a-kiwa (peoples of the pacific) is respected.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an active understanding and commitment to te tiriti o Waitangi.</li> <li>• Tikanga Māori is upheld, with support being professional, courteous, and respectful.</li> <li>• Continuous learning and engagement of cultural supervision and wananga provided by Pillars Ka Pou Whakahou.</li> <li>•</li> </ul>

Key Results Area	Jobholder is successful when
<p><b>4. Other Duties and Compliance</b></p> <ul style="list-style-type: none"> <li>• Duties are not limited to those specified, with further tasks delegated on a project or ongoing basis.</li> <li>• Comply with all Pillars Ka Pou Whakahou policies and procedures, including Health and Safety and Code of Ethics.</li> <li>• Abide by Pillars Ka Pou Whakahou vision, mission, and all values.</li> <li>• Complete ongoing learning and development, including annual performance review, professional development plans and feedback sessions.</li> <li>• Participate in staff meetings, peer support and inhouse training.</li> <li>• Participate and cooperate in all team activities, including Children of Prisoner’s week, fundraising and public relations events.</li> </ul>	<ul style="list-style-type: none"> <li>• A proactive flexible approach is undertaken to achieve Pillars Ka Pou Whakahou business objectives and client case load.</li> <li>• Awareness of Health and Safety requirements and procedures, reporting any accidents incidents or near misses. Keeping the team safe.</li> <li>• Awareness and compliance with all Pillars Ka Pou Whakahou policies.</li> <li>• Positively present Pillars Ka Pou Whakahou, promoting their vision, mission, and all values.</li> <li>• Keep abreast of new developments by attending appropriate courses, conferences, and training. Sharing knowledge with wider Pillars Ka Pou Whakahou team.</li> </ul>

**PERSON SPECIFICATION**

**Qualifications:**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Diploma or Degree in Social Work</li> <li>• Registered Social Worker with the Social Work Registration Board (SWRB)</li> <li>• Full drivers’ licence</li> </ul>	<ul style="list-style-type: none"> <li>• Full member of ANZASW</li> </ul>

**Knowledge / Experience:**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience in a social work setting, advocating for clients within a social service or provider organisation.</li> <li>• Working with Māori clients and whanau and awareness of other cultures.</li> <li>• Working with vulnerable children, their families and government agencies.</li> <li>• Knowledge of and practice the Privacy Act 1993.</li> </ul>	<ul style="list-style-type: none"> <li>• Te tiriti o Waitangi and issues affecting Māori wellbeing.</li> <li>• Māori models of practice and cultural competencies.</li> <li>• Knowledge of Aotearoa criminal justice system.</li> </ul>

**Key Skills / Attributes / Job Specific Competencies**

Expert level	<ul style="list-style-type: none"> <li>• Relationship Management</li> <li>• Empathetic</li> <li>• Cultural Awareness</li> <li>• Interpersonal skills</li> <li>• Communication skills – oral and written</li> <li>• Listening</li> <li>• Attention to detail</li> <li>• Influencing and advocacy</li> <li>• Team player</li> <li>• Time management</li> <li>• Conceptual thinking</li> <li>• Analytical</li> <li>• Resilient</li> </ul>
Competent level	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Highly organised</li> <li>• Adapt quickly to changing priorities and tight deadlines</li> <li>• Self-awareness</li> <li>• Self-confident</li> <li>• Continuous learning and improvement</li> <li>• Self-starter (working independently)</li> <li>• “Charity heart” – Pillars Ka Pou Whakahou relies heavily on volunteer contribution at all levels of the organisation.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Criminal justice system</li> </ul>