

## Allied Health Role Description

<b>Position:</b>	<b>Social Worker</b>
<b>Responsible to:</b>	<b>Team Leader Mental Health Service Older Persons</b>
<b>Professional accountability to:</b>	<b>Professional Leader Social Worker</b>

The Vision, Mission Statements and Values of each of the three DHBs are highly congruent.

Wairarapa DHB Vision:	Well Wairarapa - Better health for all
Hutt Valley DHB Vision:	Whanau Ora ki te Awakairangi Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
Capital & Coast DHB Vision:	Better Health and Independence for People, Families and Communities.

**Wairarapa DHB Mission:** To improve, promote, and protect the health status of the people of the Wairarapa, and the independent living of those with disabilities, by supporting and encouraging healthy choices.

**Hutt Valley DHB Mission:** Working together for health and wellbeing  
Our mission demonstrates the Hutt Valley DHB's commitment to a cooperative way of working. This includes staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

**Capital & Coast DHB Mission:** Together, Improve the Health and Independence of the People of the District.

**Wairarapa DHB Values:** Respect – whakamana tangata; integrity – mana tu; self-determination – rangatiratanga; co-operation – whakawhanaungatanga; and excellence – taumatatanga.

Hutt Valley DHB Values:	‘Can do’ – leading, innovating and acting courageously; Working together with passion, energy and commitment; Trust through openness, honesty respect and integrity; Striving for excellence.
Capital & Coast DHB Values:	Innovation, Action, A focus on People and Patients, Living the Treaty, Professionalism through Leadership, Honesty, Integrity and Collaboration, Excellence through Effectiveness and Efficiency.

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## Context

### Wairarapa DHB

Wairarapa District Health Board (DHB) is located 1.5 hours north of Wellington and Hutt Valley. It covers a large mainly rural geographic area from Cape Palliser on the south coast, to Mount Bruce in the north. Secondary hospital services are provided from the new 90 bed Wairarapa Hospital (2006) in Masterton, serving a population of around 40,000. Wairarapa DHB has a unique relationship with primary and community services to meet the needs of their population.

### Hutt Valley DHB

The Hutt Valley District Health Board (DHB) is a hospital and health provider in the Hutt Valley, located 20minutes from Wellington.

Hutt Valley DHB provides secondary and tertiary, medical and surgical hospital services along-side community based health care. The main facility is Hutt Hospital in Lower Hutt, which has 260 beds. Hutt Valley DHB funds local health providers and works collaboratively with the community to create and support multiple health education initiatives and projects within the region.

### Capital and Coast DHB

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital; a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Health Centre.

Collectively, joint services provided across the three DHBs are referred to as 3DHB in this role description.

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## Role Perspective

This role will:

- provide specialist treatment to clients
- provide comprehensive assessments and plan treatment collaboratively with the client and their Whanau.
- be actively involved in the treatment and recovery of clients.
- role model and provide sound clinical and cultural considerations in the multidisciplinary team process.
- 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.

## Service description

The Mental Health Service Older Persons (MHSOP) is predominantly a community based service with a 16 bed specialist inpatient unit located on the Kenepuru campus. We work as a multi-disciplinary team.

MHSOP provides assessment, treatment and rehabilitation to people with a -

- recent onset functional illness over the age of 65
- dementia at the extreme end with features of BPSD (behavioral and psychological symptoms of Dementia.)

It is important that the person's physical status has been addressed and that delirium or other medical illnesses has been managed or excluded.

There is a group of client's with complex physical and mental health needs where co management across services may be needed. Early discussions with psycho geriatric and mental health services should take place to identify the best ways of working together with these clients.

The service operates on the philosophy of the least restrictive intervention and where possible to maintain a consumer in their own home or to return the consumer to their place of residence.

**Clinical specialty/area** You will be attached to MHSOP inpatient assessment, treatment and rehabilitation team which provides specialist psychogeriatric intervention across the 3DHB area.

## Demographics

You will working with adults presenting with mental health challenges in later life residing in the 3DHB area.

## Purpose of the role

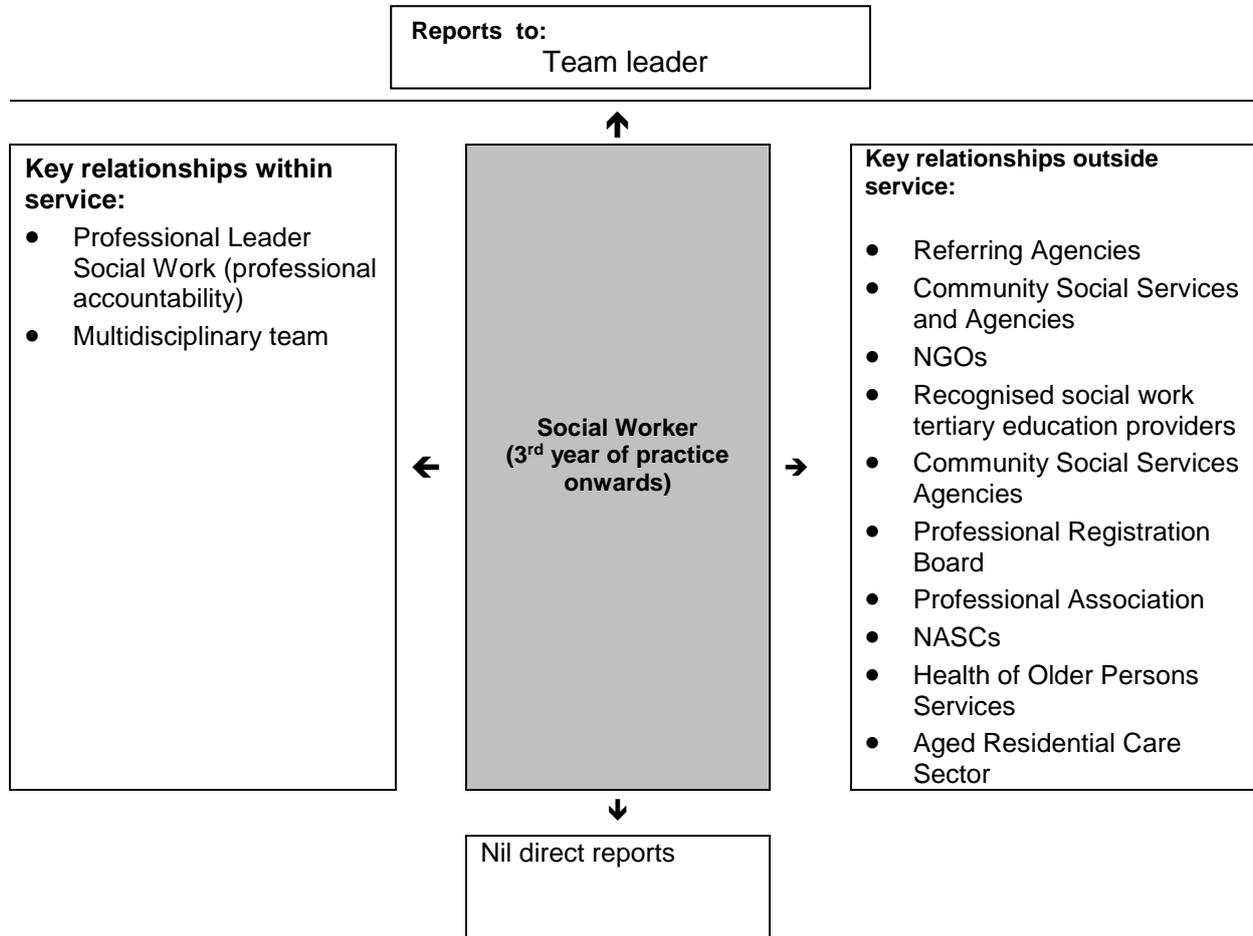
A **social worker** (third year of practice onwards) provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
<b>Clinical Practice</b>	<p>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.</p> <p>Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload, with staff in the team.</p> <p>Carries out comprehensive assessment with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.</p> <p>Formulates and delivers individualised social work intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider multidisciplinary team (MDT).</p> <p>Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</p> <p>Assesses the patient'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).</p> <p>Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</p> <p>Develops comprehensive discharge / transfer plans as appropriate.</p> <p>Refers on to other services to work with the patient/client towards achievement of longer term goals.</p> <p>Carries out regular clinical risk assessments 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.</p> <p>Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</p> <p>Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau.</p> <p>Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary</p>

	<p>service and to ensure social work is integrated into the overall intervention (where appropriate) including discharge planning.</p> <p>Completes documentation consistent with legal and organisational requirements.</p> <p>Adheres to any applicable recognised best practice for social work and any relevant clinical policies and practice guidelines.</p> <p>Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</p> <p>Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</p> <p>Identifies unmet needs of patients and identifies potential solutions to address these needs.</p> <p>Demonstrates an understanding of the roles of the multidisciplinary team.</p>
<p><b>Teaching &amp; Learning</b></p>	<p>Maintains competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This should comply with professional registration requirements.</p> <p>Contributes to training within the team/service.</p> <p>Supervises, educates and assesses the performance of social work students.</p> <p>Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</p> <p>Demonstrates the ability to critically evaluate research and apply to practice.</p> <p>Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.</p> <p>Involved in the induction and training of newly appointed staff as required.</p> <p>Completes mandatory training as applicable for the role.</p> <p>Participates in an annual performance review and associated clinical assurance activities.</p> <p>Participates in regular professional supervision in line with the organisations requirements and/or professional body.</p> <p>Provides mentoring and clinical support and / or professional supervision where required.</p>
<p><b>Leadership &amp; Management</b></p>	<p>Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.</p> <p>Assists team leaders and professional leaders in clinical assurance activities of social work staff as requested.</p>

	<p>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.</p>
<p><b>Service Improvement and Research</b></p>	<p>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.</p> <p>Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.</p> <p>Develops and /or participates in regional / sub regional professional networks as appropriate to area of work.</p> <p>Establishes working partnerships with external organisations to promote integrated working.</p> <p>Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</p> <p>Practises in a way that utilises resources (including staffing) in the most cost effective manner.</p> <p>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.).</p>
<p>Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.</p>	

## Key Relationships & Authorities



## Capability Profile

### Competencies

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>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>• 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>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>
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### Other aspects of capability not covered by the above competencies

#### Knowledge and Experience:

1. Minimum of 2-5 years clinical practice.
  - Clinical experience in mental health rehabilitation
2. .
  - Knowledge and experience in individual counselling and support
  - Experience with promoting excellent inter-disciplinary team communication both to create effective working relationships within the service and to work cooperatively with others within a multi-disciplinary setting
  - Knowledge of bio-psychosocial approach to assessment and intervention
  - Proven resilience in working with consumers from diverse backgrounds
  - Ability to work effectively with whanau / family
  - Ability to work confidently as care manager or key worker
  - Ability to practice with self-awareness and confidence to acknowledge the reality and impact of mental health conditions, for individuals, families, the community - as well as the social worker.
  - Demonstrating basic understanding of psychiatric diagnoses, causes, symptoms and treatment
  - Understanding bi-cultural intervention, racism and discrimination in relation to mental health, and the care and treatment of people with mental illness

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

1. NZ Registered Social Worker with current annual practicing certificate.
2. Member of Aotearoa New Zealand Association of Social Workers - Professional Association (desirable).

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

1. Focus on delivering high quality care for the patient/client/whānau.
2. Self-motivated in developing clinical and professional practice.
  - Integrity within the organisation
  - Open discussion
  - Valuing the contribution of individuals
  - Innovation in models of care to improve health outcomes
  - Delivery of service within resources

**Other:**

1. 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.
  - Current full NZ driver's license with ability to drive a manual and automatic car
  - Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
  - A high standard of written and spoken English.

Wairarapa, Hutt Valley and Capital and Coast District Health Boards 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.

The DHBs are 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.

This role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

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**Date effective:** \_\_\_\_\_

**Manager's signature:** \_\_\_\_\_

**Employee's signature:** \_\_\_\_\_