

June 2021

Kia ora

Thank you for your registration of interest in the role of Community Social Worker with Wesley Community Action's Waitangirua team.

This pack includes a job description and outlines the key tasks and expected outcomes of the position.

Please complete the Pre-employment Disclosure Statement on page 6 and return it with:

- your covering letter of application
- your CV
- the names of two referees (including your most recent employer).

We will contact you to advise you of the outcome of your application.

Our learning at Wesley Community Action is that we – and you – need to ensure there is a good 'fit' between the type of person and management style we are looking for, and your skills and strengths.

This pack includes a copy of Te Wēteriana /The Wesley Way (page 5). This is our quality assurance practice framework which guides how all staff are expected to interact with each other and with those we work alongside. Please read this carefully to ensure there is alignment between your beliefs and Te Wēteriana / The Wesley Way.

We look forward to receiving your application and please do not hesitate to contact us if you have any questions.

Please send your application to:

Isabel Macdonald

imacdonald@wesleyca.org.nz

PO Box 9932

Te Aro, Wellington 6141

04 8050875

Regards



Andrea McKenzie

Manager Operations

Position description

Community Social Worker – Whānau Support full-time (Wesley Waitangirua)

This position will provide support and advocacy for up to 30 family groups a year.

Social worker will provide case management focusing on ensuring a highly tailored continuum of care for adults, parents, their whānau and their children. They will support the development of parents and their children in the Porirua region through taura/client-led case work and/or through the development of community led programmes.

The Social worker provides a key link with the wider services of Wesley Community Action and other community agencies. This person will model WCA values and approach, as expressed in our commitment to strength-based practice, community development and social justice, staying current with new models that ensure that resources are used in the most effective way.

Responsible to:	Team Manager, Wesley Waitangirua
Important relationships with:	<ul style="list-style-type: none"> • Taura / clients and their children and their whānau • Significant other people in lives of families • Wesley Community Services Staff including Operations and Practice Managers • Other providers and community services • Relevant parenting and support services
Hours:	40 hours per week Monday to Friday, plus 30-minute unpaid lunch
Location:	Wesley Waitangirua – 3 Niagara Street, Waitangirua

Key tasks and expected outcomes

Key Tasks	Expected Outcomes
To develop and maintain a positive and healthy relationship with parents and their children.	<ul style="list-style-type: none"> • Adult, parent, child and/or youth has a strong relationship with the social worker and feels supported and understood by them. • Adult, parent, child and/or youth feels safe and respected within their relationship with the social worker. • Parent meets regularly and feels supported by this contact. • The Outcome Rating Scale (ORS) and Session Rating Scale (SRS) are used to support on-going client feedback throughout the relationship.
Develop and maintain positive relationship with the parent\’s whānau/family and/or key supports.	<ul style="list-style-type: none"> • Where appropriate family/whānau is involved in the development of plans and feel engaged in the service. • Where appropriate family/whānau is aware of their role as wider whānau in supporting each other to access services and develops excellent parenting habits.
Establish and support parents, families and\’or individuals with children to development plans.	<ul style="list-style-type: none"> • All adults, parents, family/whānau or individuals have plans that are driven by them and all goals are relevant to each individual parent/s, children and significant others in their family. • All plans are established within 3 weeks of referral and reviewed formally every 3 months. • Plans include assessment of challenges and identify client led goals with appropriate supportive responses & are well recorded and documented. • Effective advocacy occurs on behalf of the individuals, parent/s and/or families to ensure that their needs, rights, and interests are being addressed and promoted. • Facilitate a smooth and positive process for adults, parent/s children / youth and/or families. • Adults, Parent/s children/youth and/or families are aware of their strengths and skills as a part of their transition from the service.
Identify and establish key external relationships with relevant providers of appropriate services.	<ul style="list-style-type: none"> • Other groups and agencies (including health, education, housing, Work and Income, sexual health, antenatal, Well Child, and family services) are aware of the service and its client base and are keen to work alongside it.

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> • Adults, Parent/s child/youth and/or families are supported to develop the skills and confidence to access services independently.
Develop & implement group programme/s for adults, parent/s children/youth or family members who require specific support to re-engage with family/whānau	<ul style="list-style-type: none"> • Programmes are in line with needs of the group identified. • Programme's focus is family/whānau wellbeing • Programmes are delivered in line with PCOMS systems & processes
Contribute to the maintenance of a co-operative Waitangirua and community services team.	<ul style="list-style-type: none"> • Supervision sessions and team meetings are attended and contributed to. • Social work practice is shaped by the strengths-based framework, including PCOMS Client Directed Outcome Informed work. • Issues that may impact on service delivery are communicated to the Team Manager. • Participate in community hui and share effective practice models with other Community social Workers and WCA staff through the WCA Community team Meetings.
To participate in daily administrative procedures of Waitangirua service.	<ul style="list-style-type: none"> • All files are up to date and accurate and reflect WCA's commitment to transparency and client-owned recording. • All petty cash receipts are maintained and reconciled against budgets. • All reporting requirements are met and submitted on time.
Any other duties as agreed with Team Manager – Waitangirua.	

Abilities and ideal person specification

1. Be a degree qualified and/or registered social worker.
2. Extensive experience in working with vulnerable parent/s and/or families, preferably in a social work role and an excellent understanding of and ability to establish a rapport with families.
3. Have comprehensive knowledge of the issues that impact on vulnerable parents and their families, including child and adolescent development, education, health and social Providers provided by government and non-government agencies in the local community.
4. Demonstrated ability to develop individual care plans and a very high standard of written and oral communication skills, organisational and time management skills.
5. Demonstrated ability to identify needs and to develop or access programmes to meet those needs.
6. Evidence a solid working knowledge of the Maori and Pacific Island cultures.
7. A commitment to working within the Treaty of Waitangi, an understanding of the nature of partnership and the issues of bi-cultural relationships.
8. A valid drivers license.
9. Ability to work responsibly and confidently in sole charge capacity.
10. A demonstrated ability to work within the principles of Best Practice and Strength Based Practice and a commitment to working within the “Wesley Way”
11. Achieves full Police vetting clearance.
12. Demonstrate commitment to ongoing professional development.

How we work: Te Ara Wēteriana / The Wesley Way

Te Ara Wēteriana / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life.



**Wesley
Community
Action**



TE ARA WĒTERIANA The Wesley Way

Te Ara Wēteriana brings out the best in people.
The following principles guide all our engagements:

RANGATIRATANGA:
Being in control of your own journey

ĀHURUTANGA:
Creating and maintaining a safe and comfortable space



KAITIAKITANGA:
Seeing people's abilities and supporting them to achieve their potential

MANAAKITANGA:
Showing respect, generosity and care for people

We give effect to these by:

Viewing people as experts of their lives

Using the Treaty of Waitangi as the base for our work

Calling out and challenging injustice

Seeking and using feedback to guide our relationships

Focusing more on what's working

Being as courageous as those we work alongside

Acknowledging our power and sharing this

Striving to be our best by being open to learning and new ideas

KĀORE MĀ TE WAHA ENGARI MĀ TE RINGA Don't tell me, show me






Pre-employment disclosure statement

As part of our final pre-employment process, we require you to answer the following questions.

Your full name:

Date:

Previous convictions	YES	NO
1. Have you ever been convicted of a criminal or driving offence? Details if yes.....	<input type="checkbox"/>	<input type="checkbox"/>
Are there any criminal charges currently pending against you? Details if yes.....	<input type="checkbox"/>	<input type="checkbox"/>
2.a Have you been subject to any performance, employment, or disciplinary processes with any previous employer, or been dismissed from any role? Full details if yes (use separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>
2b Have you been the subject of any censure or suspension to your professional practice / certifications, of any type for any reason? Full details if yes (use separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)? Full details if yes (use separate sheet).....	<input type="checkbox"/>	<input type="checkbox"/>
Medical / general wellbeing clearance		
4. Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? Full details if yes (use separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>
4.a Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally? Full details if yes (use separate sheet).....	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any pre-existing medical/health or psychological conditions? Full details if yes (use separate sheet).....	<input type="checkbox"/>	<input type="checkbox"/>
5.a. If the above condition/s impact on your ability to fulfil your role in any way (Q4&5) please provide us with an appropriate medical clearance from your health practitioner authorising you as fit for the purpose of the role.		
Declaration		
I am legally entitled to work/volunteer in Aotearoa New Zealand. YES/NO I give permission for my referees to be contacted. YES/NO I give permission for my medical records to be accessed if requested YES/NO I have a full and clear driver license I can produce for sighting. YES/NO The information given in this application is factual and truthful. YES/NO		
Signed/Dated		

Please note: We rely on the accuracy of the information given to us. If it is later discovered that you have not fully disclosed all matters to us or that you have failed to disclose significant information, then the employer is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow.

V.MARCH 2021 AJM