Wesley Community Action
75 Taranaki Street
PO Box 9932
Wellington 6141
04 385 3727
www.wesleyca.org.nz

November 2026

Kia ora

Thank you for your registration of interest in the fixed-term role of Community Social Worker with our Te Waka Haumaru team based in Porirua.

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

The pack also includes a Pre-employment Disclosure Statement (page 9), and a copy of Te Ara Wēteri / The Wesley Way (page 8). Te Ara Wēteri 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 Ara Wēteri / The Wesley Way.

To apply for this position please send us:

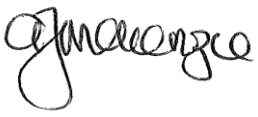
- a covering letter, quoting "Community Social Worker TWH Porirua"
- your CV
- the completed Pre-employment Disclosure Statement (page 9).

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
General Manager

POSITION DESCRIPTION

Community Social Worker – full-time Wellington region (office based in Porirua) FIXED TERM – covering parental leave

Wesley Community Action supports innovative and leading-edge social change. We work collaboratively across our organisation and with communities to support effective outcomes and high-quality service delivery for vulnerable older people who live in the Wellington region. Wesley Community Action is a dementia-friendly organisation.

This fixed-term position covers parental leave starting in early 2027. It sits within Te Waka Haumaru, our Older Persons team who work across the greater Wellington region.

This position will contribute best practice in a team of social work practitioners who support vulnerable older adults to live safely in their communities so that they are socially included, with autonomy and dignity, protected for the future, and free from abuse and neglect.

You will investigate allegations of elder abuse and support the wellbeing of older persons living alone through strengths-focused case work and providing key links with other community, health and statutory agencies.

You will model Wesley Community Action's values and unique approaches as expressed in the principles of Te Ara Wēteri and as a Te Tiriti-responsive organisation.

Responsible to:	Team manager
Important relationships with:	• Older people living in the community. • Significant other people in the lives of our clients • Staff and management of Wesley Community Action • DHB community health teams and inpatient teams • Needs Assessment Service Coordination for over 65's • Home Care Support Services • Primary GP practices and Health Care Home practices • Police and family harm teams • Referring agencies and individuals • Community agencies supporting the safety and well-being of older people • Other providers and community services
Hours:	**Full time: 40 hours** per week – 8.30am to 5pm Monday to Friday. Working day consists of paid hours and half hour unpaid lunch break.
Location:	Office based in Porirua but working across Wellington. You will be required to work from other Wesley sites from time to time.

About Te Waka Haumaru team at Wesley Community Action

Our Te Waka Haumaru team works to ensure the safety and wellbeing of older people living in the community who experience vulnerability to harm, isolation, to live lives they value with more connection and protection, and preparation for the future.

The team is responsible for three programmes:

1. **Supported Independent Living**, which supports vulnerable older people living alone to sustain living well in the community for longer. The programme is funded by Te Whatu Ora / Health New Zealand Capital, Coast and Hutt Valley.
2. **Safe Elder Service** for the greater Wellington region. This service is funded by the Ministry of Social Development.
3. **Connected Ageing,** which fosters social connections across the Hutt valley through community weaving, and offers social groups and activities at Wesley Rātā Village with the local community.

Our kaimahi consist of registered social workers and support workers working together alongside older people. We are flexible and responsive to the changing work demand and flow. We have kaimahi across four sites: Wellington city, Naenae, Porirua and Paraparaumu.

Our commitment to Te Tiriti and the pou of Te Ara Wēteri practice guides all our mahi and our relationships with colleagues.

Who will thrive in this role?

The person who will thrive in this role is someone who:

Has proven experience in or readiness to learn client led trauma informed, and strengths focused case investigation, monitoring, navigation and support

- Have a cohesive collaborative approach through trust, mutual respect, transparency, consultation, and communicating clear expectations
- Confidently engages in all professional interactions and communications with courage and integrity on behalf of older people we work with.
- Knowledge of relevant statutes, legislation, and government agencies in health and social care.
- Understands risk, vulnerability to abuse , the effects of trauma, and the health challenges and increased dependence older people may face
- Understands the effects of colonisation and intergenerational family harm
- Works to create sustainable safety and future protection for older people.
- Can help older people make smooth and timely transitions into more supported living circumstances including residential care when required.

Is excited about our Mission and style of working

- Believes client centred, strengths based, and community led approaches to build just, caring, connected and resilient communities

Committed to innovative practice, building robust evidence of risk and safety, and the importance of feedback to guide service delivery

- Strong commitment to working in a Kaupapa te tiriti partnership organisation
- Values that align with the pou of Te Ara Weteri practice

Is relationship focused

- Understands that relationships matter – across all levels of the organisation, and with the communities and agencies we work with.
- demonstrates manaakitanga of all people across society, and works to preserve and restore mana and rangatiratanga
- Able to self-reflect and exercise self-care in a busy working environment
- Demonstrates clear boundaries and accountability in practice.
- Understands the power of mistakes – a reflective learner to seeks and listens to feedback to guide practice

Is a clear thinker

- Takes time to stand back and think about what is happening
- Sees the "big picture" of organisational and government strategy and works within this
- Shows clear evidence of assessment and analysis of risk and safety in practice
- Is motivated to get the best results by utilising all the resources that may be available
- has effective systems of organisation, plans well, and uses technology effectively and efficiently

Values effective communication

- has clear and concise written communication with external stakeholders and with whanau Demonstrates courageous and respectful verbal communication in advocacy for older people
- Listens for what is not said, gaps in information and uses facts and context to effectively to support collaborative decision making.

Key tasks and expected outcomes

Key objectives	Expected outcomes
CAPABILITY **Demonstrates effective client management and work-flow organisation, completes administrative tasks and reporting to a good standard and on-time, works collaboratively with external agencies.**	• All clients have plans that are inclusive of their own goals and are relevant to them. • All plans are established within expected time frames and reviewed formally within expected time frames and are accurately recorded and documented. • External organisations involved in the care and support of the older person are aware of the plan and are kept informed of the wider context influencing the client's life • All internal and external reporting and feedback requirements are met and submitted on time. • Client and stakeholder databases, emails and calendars are always kept up to date. • Case notes evidence assessment and analysis of risk and safety • External and internal communication is accurate, on time and to the quality expected by Wesley Community Action and the contracting agency. • Relevant external agencies and health professionals are utilised effectively to support the work with older people. • Attendance and active contribution at all key WCA meetings including group supervision, operational meeting, internal and external supervision and WCA hosted professional development wananga • Maintains a sound knowledge of government policy, legislation and trends impacting older people living in the community.
SERVICE EXCELLENCE **Strives for excellence in the provision of client services, using the strengths-based approach and PCOMS or other appropriate client feedback to measure change. Contributes to excellence in practice in team hui and with external stakeholders.**	• Older people have their physical, emotional, spiritual, cultural, and psychological needs respected and acknowledged • whanau are actively engaged where possible to help older people remain safe and in their own home. • Uses effective strategies to support older people with emotional and physical health challenges • Feedback is actively sought from clients and effective tools are used to measure signs of safety, increased resilience, and positive changes in the older person's wellbeing. • Practice is shaped by the frameworks of strengths-based, restorative justice, and the pou of Te Ara Weteri. • Keep up to date with your professional registration body and work within the relevant codes of conduct
INNOVATION **Critically reflects on practice and engages in community development ideas and activities for older**	• Excited by service development ideas contributes to innovative ways of working. • A capacity for flexibility and adaptability when addressing changing work needs and priorities. • courageously engages in clinical reflection with colleagues, and actively contribute to continuous learning and innovation

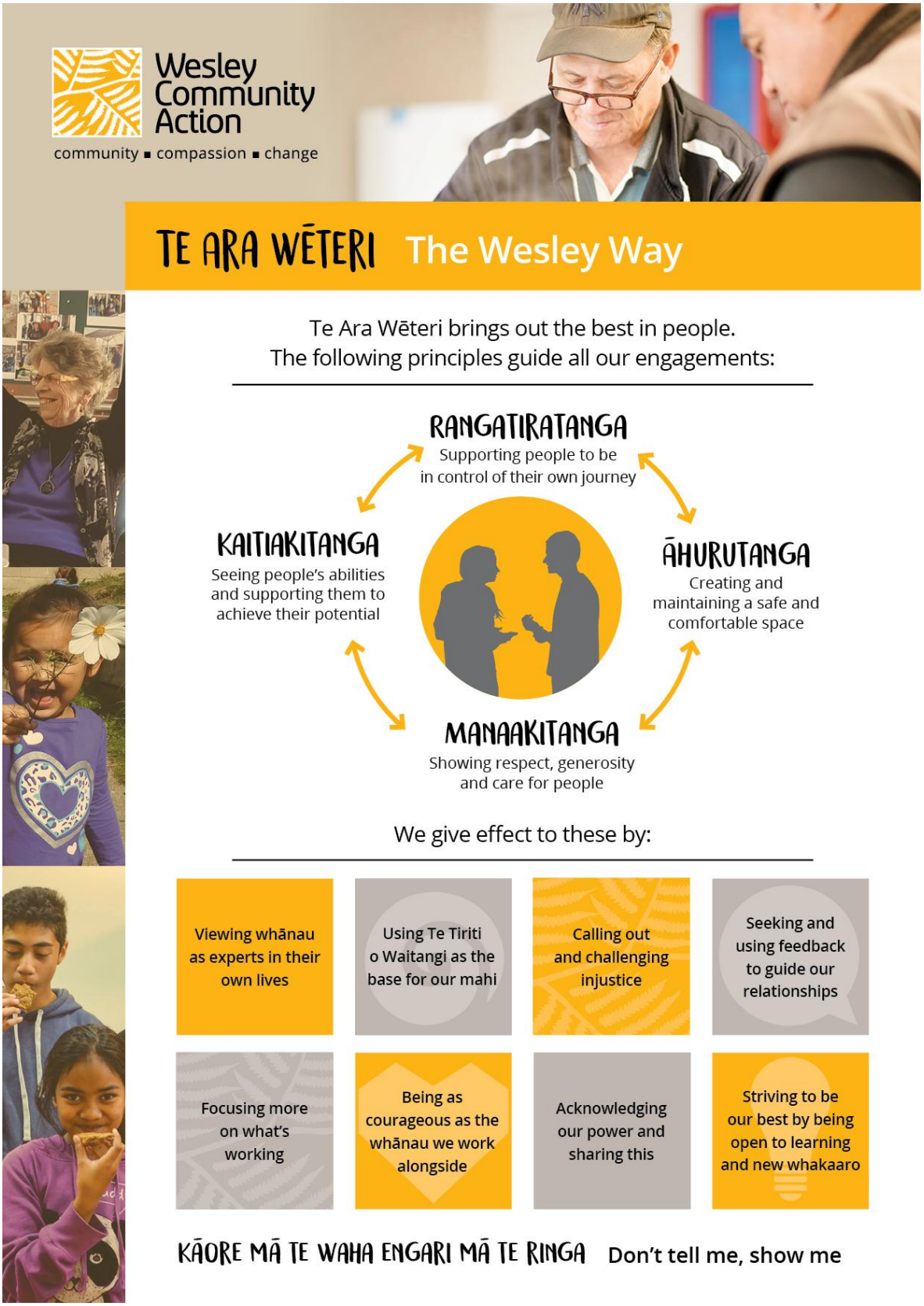
people living in communities.	• client or staff health and safety issues are raised with colleagues and the manager in a timely way • Adopts a solution focused collaborative approach with key agencies working together to support older people • Actively explores innovative ways to support social inclusion and ageing well for older people.
INFLUENCE **Uses opportunities to improve practice and bring about systemic change for older people living in the community.**	• External agencies including health, housing, Work and Income, lawyers, banking institutions are aware of the needs of the older person and work collaboratively to support safety and wellbeing of the older person. • Wherever possible, the older person is supported to develop the skills and confidence to access services independently. • Represents Wesley professionally at key forums. • Share resources and knowledge of key people and organisations within the local communities that support older people • Proactively develops and maintains collaborative relationships with key stakeholders to benefit older people in our communities.
TE TIRITI O WAITANGI **Committed to the principles of Te Tiriti**	• Older people experience the service as having cultural safety and respect for and understanding of their different cultural and spiritual beliefs • Principles of Te Tiriti o Waitangi and Te Ao Māori perspectives are actively demonstrated in all interactions Tangata whenua • Kaupapa Māori framework is used when working with whanau • WCA Pou Tikanga, Kaitiaki, and roopu Māori are consulted on any cultural issues. • Participation in cultural practices appropriate to the older person being supported.
Contributes to the wider work of WCA	• Demonstrates an understanding and knowledge of the work of all teams within WCA • Promotes the activities of WCA to key forums and at key events. • Works actively to collaborate with other WCA services.
• Any other duties as discussed and agreed with leadership.	

Abilities and ideal person specification

1. A tertiary qualification in social work and be SWRB registered, or relevant other discipline.
2. Ideally significant experience in working with vulnerable older people.
3. A demonstrated ability to establish an easy and quick rapport with older people.
4. Comprehensive knowledge of the issues that impact on older persons, including understanding of dementia and chronic health conditions, the impact of social isolation, elder abuse, and mental health and addiction challenges.
5. Knowledge of social services for older people provided by government and non-government agencies in the local community.
6. Demonstrated ability to establish and maintain external key stakeholder relationships for the benefit of older people.
7. Knowledge and experience using appropriate legislation to investigate and end elder abuse, and to legally protect vulnerable older people.
8. A demonstrated ability to work within the principles of Best Practice and Strength Based Practice and a commitment to working within Te Wēteriana / The Wesley Way.
9. Demonstrated ability to keep the older person's voice central to service delivery by developing and updating client-led plans, measuring change and seeking client feedback with PCOMS, and using other appropriate feedback and assessment tools effectively.
10. A high standard of written and oral communication, organisational and time management skills.
11. A commitment to working within the Treaty of Waitangi using the principles of Manaakitanga, Rangitiratanga, Ahurutanga and Kaitiakitanga.
12. A valid full driver's license.
13. Ability to work autonomously, responsibly and confidently in ambiguous and complex situations, and knowing when to ask for assistance or guidance from colleagues, managers and coaches.
14. Works from a "no surprises" basis in informing manager of risks and risk mitigation.
15. Achieves full police vetting clearance annually.
16. Demonstrates proficiency with IT and mobile office technology.
17. Highest standards of personal and professional Integrity

How we work: Te Ara Wēteri / 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.



PRE-EMPLOYMENT DISCLOSURE:
As part of our employment/volunteer process, we require you to answer to the fullest, the following questions.
This information is treated with the strictest of confidentiality.

FULL LEGAL NAME:	
PREFEERED NAME (email signatures/business cards):	
HAVE YOU PROVIDED REFEREE FROM YOUR LAST EMPLOYER AND EMPLOYERS IN RELATED FIELD TO THIS ROLE?	
RELEVANT QUALIFICATIONS PROVIDED:	

PREFERRED IDENTIFICATIONS:			
1	Do you have a preferred pronoun that you would like on a work email signature?	She/Her, He/Him, Them/they or N/A, if you would like no pronoun	
2	Do you identify with any iwi affiliation/s that you would like us to know about?		
3	Do you identify any Pasifika affiliation/s that you would like us to know about?		
CONVICTION/DISCIPLINARY ACTION DISCLOSURES:			
4	Have you ever been convicted of a criminal or diving offense?	YES OR NO	If YES, please provide full details on other sheet attached.
5	Are there any criminal charges currently pending against you?	YES OR NO	If YES, please provide full details on other sheet attached.
6	Have you been the subject of any performance/employment/disciplinary process with any previous employer or been dismissed from any role?	YES OR NO	If YES, please provide full details on other sheet attached.
7	Have you been the subject of any censure or suspension to your professional practice/certifications of any type for any reason?	YES OR NO	If YES, please provide full details on other sheet attached.
8	Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)?	YES OR NO	If YES, please provide full details on other sheet attached.
MEDICAL/GENERAL WELLBING DISCLOSURES:			
9	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? If in doubt, please answer yes.	YES OR NO	If YES, please provide full details on other sheet attached.
10	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.	YES OR NO	If YES, please provide full details on other sheet attached.
11	Do you have any pre-existing medical/health or psychological conditions?	YES OR NO	If YES, please provide full details on other sheet attached.
12	Do any of the above conditions impact on your ability to fulfil your role in anyway?	YES OR NO	If YES, please provide appropriate medical clearance from your health professional confirming you as fit for the purpose of the role you are applying for.
WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. <u>You are not obliged to disclose your vaccination status.</u> However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.			
13	Have you received your Covid vaccinations and are up to date with your booster shots?	YES OR NO	If NO, please provide details on another sheet attached.
	I would prefer not to disclose this information.		Please tick if appropriate.
DECLARATION			
14	I am legally entitled to work/volunteer in Aotearoa New Zealand.	YES OR NO	If NO, please provide details on another sheet attached.
15	I give permission for my referees to be contacted.	YES OR NO	If NO, please provide details on another sheet attached.
16	I give permission for my medical records to be accessed if requested	YES OR NO	
17	I have a full and clear driver license I can produce for sighting.	YES OR NO	If NO, please provide details on another sheet attached.
18	The information given in this application is factual and truthful.	YES OR NO	If NO, please provide details on another sheet attached.

SIGNATURE:	
DATED:	

IMPORTANT – 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 requested or have failed to disclose significant information, then Wesley Community Action is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow. V. Oct 2024*

Additional information

Question number	Answer provided