



Presbyterian Support
Upper South Island

Position Description

FAMILY WORKER – SOCIAL WORKER IN SCHOOLS (SWiS)

Department: Family Works
Location:
Reporting to: Team Leader - Family Works / Social Worker
Responsible to: Family Works Manager Christchurch & Environs
Direct Reports: NA

ROLE DESCRIPTION

The purpose of this role is to work collaboratively within the allocated school cluster and local community to provide high quality, professional and goal oriented social work interventions and initiatives for children, young people and their families. This work will identify and work with a clients strengths, resources, resiliency and problem-solving abilities in order to maximise social, educational and wellbeing outcomes.

Key Relationships	Purpose of interaction
Internal Family Works employees Intake Workers Administrators Team Leader Family Works Manager Christchurch & Environs	Collaboration & communication Liaising Liaising Responsible to
External Clients & their whanāu Schools Community service providers	Support, advocacy and communication Working within & clear communication Advocacy

Document Type:	Position Description	Issue Date	October 2024
Document Owner:	People, Culture & Wellbeing Manager	Review Date	

Employee Initials: _____

Date: _____

KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
<p>1. To provide effective individualised support, advocacy and case management for children and their families/whānau.</p>	<ul style="list-style-type: none"> • Responds appropriately and in a timely manner to referrals and obtains parent/caregiver consent to engage with child • Appropriate assessments, interventions, goal plans and support are provided in an appropriate way and are goal-focused and timely • Ensures regular reviews of the client plan/contract with the client/family and tracking of progress • Reviews the Plan/Contract at case closure with the client/family to evaluate whether goals and objectives have been achieved and to assess the effectiveness of the intervention • Identify quality initiatives/programmes available in the community and refer children/whanāu appropriately
<p>2. To develop and maintain effective relationships within the School and with relevant community agencies which work, or are associated with, the broader community environment.</p>	<ul style="list-style-type: none"> • Develop and maintain relationships with key school and service provider staff ensuring communication is prompt and clear • Wherever possible, and appropriate, the worker will keep the school informed of the client's progress, however the workers primary responsibility it to the client. • Overarching programme outcomes are agreed in partnership with the school and these goals are achieved and communicated • Relationships are developed and maintained with relevant external community agencies to enhance the support provision to clients • Strong internal relationships with Family works employees are built for clear consultation and support in any areas of cross-over or referral
<p>3. To develop and facilitate group programmes as required</p>	<ul style="list-style-type: none"> • Identify school and community programme needs • Develop and facilitate group programmes as required and in response to needs identified in this school and community • Carry out evaluation of any programmes delivered or co-delivered

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<p>4. Carry out timely and accurate administration to support the face-to-face function of the role.</p>	<ul style="list-style-type: none"> • Capture and maintain client information using the relevant database. This includes maintaining client details, assessment information, evaluations, goal plans, and activity management • Ensure progress and statistical data is recorded regularly, accurately and consistently • Timely collation and provision of reporting information as requested by line manager; this may include case studies or and narrative related to service delivery • Ensure that legal requirements of the relevant legislation are met including <ul style="list-style-type: none"> ○ Where appropriate, consultation with appropriate senior staff about any areas of concern involving care and protection or risk management of a child or young person. ○ Produce clear and relevant written records of any issues as determined by the legal requirements of the relevant Acts
<p>5. Actively contributes to the sustainability of PSUSI services</p>	<ul style="list-style-type: none"> • Protects and promotes the PSUSI brand to ensure a positive reputation in the community • Is supportive of and actively contributes to fundraising and marketing initiatives where required, such as providing client stories to the Business Development team.
<p>6. Stays up to date with advancements in field and has a focus on professional development</p>	<ul style="list-style-type: none"> • Professional development opportunities are sought proactively for self • Development requirements are signalled in advance to line manager for approval • Competence and skill level are maintained to perform role to highest ability • Maintains a good understanding of current best practice in field of work and adapts accordingly. • Preparation for and attendance at monthly 1-2-1 coaching sessions and clinical supervision • Meets objectives set as yearly summary reviews
<p>7. To continue to develop cultural practices which are inclusive of Maori cultural concepts, values, beliefs and practices, including commitment to the ongoing usage of Te Reo Maori.</p>	<ul style="list-style-type: none"> • Understands the PSUSI cultural framework, Te Rauemi Atawhai, is based on article 3, Ritetanga Equity of Te Tiriti o Waitangi • Where appropriate, seek advice on working with Māori and their whanau either internally through Piki Ora or externally. • Continued commitment to the development and achievement of PSUSI’s cultural framework, Te Rauemi Atawhai • Where appropriate seeks assistance on cultural matters either internally or externally

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	<ul style="list-style-type: none"> Attend monthly group cultural supervision(mandatory) Where appropriate, combines the value of our Maori partners to ensure the underserved in our community have their needs met across social, cultural and economic sectors. PSUSI has embraced a co-governance and co-leadership structure in line with article 3, Ritetanga Equity of Te Tiriti o Waitangi
8. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.	<ul style="list-style-type: none"> Ensures that a safe and healthy working environment is always maintained Actively contributes to a safety and wellbeing conscious culture and attend H&S meetings as required. Complies with Health and Safety policies, regulations and legislation Takes responsibility for your own health and safety and ensures no action or inaction on your own part harms others in the workplace Is aware and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly Has knowledge and is able to apply emergency procedures as required
9. Attends to other duties as required	<ul style="list-style-type: none"> Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of this position. Duties and responsibilities can be amended from time to time by Presbyterian Support Upper South Island.

PERSON SPECIFICATION

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Tertiary Social Work qualification Registration with professional body Clean full drivers license 	

Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"> Demonstrated experience working with similar client base and an understanding of the range of opportunities and challenges influencing this group A working knowledge of relevant legislations 	<ul style="list-style-type: none"> Hold knowledge of relevant community networks and resources including those important to Māori and Pacifica families Have experience in liaising with other stakeholder groups

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<ul style="list-style-type: none"> • Sound computer skills including the use of email, internet and Microsoft applications (Word/Excel/PowerPoint) • Demonstrated ability to respect and adheres to confidentiality and professional boundaries 	<ul style="list-style-type: none"> • Group facilitation experience
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Skills and Personal Attributes:

- Passionate about supporting young people and their family/whanāu
- Is able to work effectively and consistently in a collaborative team environment both within their school cluster and Presbyterian Support
- Able to take responsibility, show initiative and is punctual and self-motivated
- Able to work flexibly to provide services in a range of settings including office, school, home based or group coaching
- Highly organised with the ability to prioritise and meet expected deadlines
- Ability to manage confidential information with responsibility and integrity
- Commitment to ongoing professional development
- Ability to manage stress and handle emotional situations while retaining empathy
- Able to make sound, informed decisions based on services available and client needs
- Excellent interpersonal skills – ability to build rapport with clients, colleagues and stakeholders
- Creative problem solving
- A commitment to high quality of work and professionalism
- Commitment to the mission and values of Presbyterian Support Upper South Island
- Openness to and enjoyment of differences in values, beliefs and cultural practices
- Understanding of the principles of the Treaty of Waitangi

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