

Social Worker Position Description

Position:	Social Worker		
Reports to:	<input checked="" type="checkbox"/> Rehabilitation Services Manager	<input type="checkbox"/> Nursing Services Manager	
Location:	<input type="checkbox"/> AUCKLAND	<input type="checkbox"/> HAMILTON	<input checked="" type="checkbox"/> WELLINGTON

Role of ABI

Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau to restore wellness to the maximum extent possible whilst setting standards of excellence in neuro-rehabilitation.

Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support client centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau. We are passionate about learning and sharing knowledge

- **Mana ōrite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaki - Aroha, respect and support**

We value the mana of kiritaki, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).

Ngā mātāpono:

- **Rangatiratanga**
We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.
- **Kaitiakitanga**
We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki (guardian) for the kiritaki.
- **Manaakitanga**
We value the mana (integrity/prestige) of kiritaki and whānau, staff and stakeholders and engage with respect, kindness, aroha and support.
- **Kotahitanga**
We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.
- **Whanaungatanga**
We prioritise the importance of establishing positive relationships and connections with kiritaki, whānau and stakeholders.
- **Wairuatanga**
We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.
- **Pūkengatanga**
We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau.

Purpose of the Role

The position exists to develop and deliver effective social work intervention to clients of ABI Rehabilitation NZ and its community facilities.

The purpose of the role is to:

- Provide a high standard of comprehensive social work to clients. This is to include completion of practical Social Work tasks to enhance client rehabilitation, family/client counselling support and liaison, and running of relevant therapy inpatient groups.
- Enhance the overall interdisciplinary focus of ABI Rehabilitation. Operating whenever possible, in the environment most appropriate to the client's current needs.
- Provide a specialist social work service to clients presenting with Acquired Brain Injury in line with the philosophy, policies and procedures of ABI Rehabilitation.
- Provide and implement a professional social work service to individual clients and their families.
- Provide professional assistance to clients and clients' families within the Interdisciplinary Team Model.

- Ensure the effective and efficient day-to-day management of the social work service and resources in line with the rehabilitation service policy and procedures.
- Participate in staff training programmes.

Practice Guidelines

Adhere to the philosophy of ABI Rehabilitation and to strive towards fulfilling its mission, primary goals and objectives.

Comply with and adhere to the Aotearoa New Zealand Social Workers Association 'Code of Ethics' and 'Standards of Practice'.

Maintain 'Competency'; plus Social Workers Registration Board 'Code of Conduct' and 'Annual Practice Certificate' requirements.

To work within the Accident Rehabilitation and Compensation Insurance Corporation (ACC) and National Health Committee, Traumatic Brain Injury Rehabilitation Guidelines – (2006).

Organisational Competencies

Client Focus

Is dedicated to meeting the expectations and requirements of ABI; acts with clients and funders in mind; establishes and maintains effective relationships and gains trust and respect.

Integrity and Trust

Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent him/herself for personal gain.

Drive for Results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.

Key Relationships

Internal

- Clients
- Other members of the interdisciplinary team
- All other Rehabilitation and support staff
- Management Team

External

- Clients/family/whānau
- ACC Case Managers
- Other Service Providers

Knowledge, Experience and Skills required

Essential and Desirable

- Qualified Social Worker
- New Zealand Registered Social Worker

- Current Annual Practising Certificate
- A minimum of three years post-graduate experience, with a minimum of two years' experience working with clients who have neurological impairments, or advanced practice and experience in a rehabilitation setting.
- Consideration will be given to Social Workers who have experience in working in Mental Health, Intellectual disability or Psychogeriatric Services. Experience in working with challenging behaviours due to mental or brain disorder is highly desirable
- A strong knowledge of relevant legislation (e.g. PPPR Act) and Ministry of Social Development processes, with the ability to provide education, support and appropriate referrals for client and their families to access appropriate services/resources.
- Counselling experience with clients and family is required
- Post-graduate courses related to rehabilitation desirable but not essential

Specific Skills

- Practice reflectively
- Plan effective treatment programmes and evaluate outcomes within a Traumatic/Acquired Brain Injury / Neurological Rehabilitation setting
- Strive towards use of evidence-based practices within the clinical decision-making process to ensure the most effective and safest options are utilised in defining social work interventions
- Act as an advisor and resource person for matters related to social work
- Work within an interdisciplinary teaming model of Rehabilitation
- Be self-directed, flexible and have good organisational skills
- Communicate collaboratively and effectively
- Assume an educative role within the interdisciplinary team, including family and whānau
- Be capable of moving and handling clients with Brain Injury / neurological conditions

Key Accountabilities	Deliverables
Key Tasks High level overview	<ul style="list-style-type: none"> • Manage client caseload to a high clinical standard within the interdisciplinary framework and practices • Maintain excellent links with all components of the client's rehabilitation programme, in particular client, family, whānau and other providers • Documentation and administration protocols established and followed • Operate according to the systems and processes of ABI Rehabilitation • Undertake professional development as agreed with Rehabilitation Services Manager
Referral and Evaluation & Re-evaluation – clients as referred for social work services from MDT or other relevant persons	<ul style="list-style-type: none"> • Initial contact made within first 3 working days • All documentation recorded on CMS • Completion of relevant sections of team reports within timeframes expected

<p>Programme planning – social work service delivered and aimed at functional outcomes</p> <p>Education – education programmes implemented</p> <p>Communication – team meetings attended; appropriate and professional communication conducted; client-related communication conducted</p> <p>Relationship Management – relationships with stakeholders established and managed</p> <p>Documentation and Administration – protocols established</p> <p>Transfer/Discharge – clients discharged from service to community (other) setting</p> <p>Service Planning and Development – social work service planned and developed to meet ABI Services mission and client needs</p>	<ul style="list-style-type: none"> • Assess and identify the key issues relating to client's needs • Write individual social work reports when appropriate • Establish treatment priorities and goals for individual client based on assessment findings • Re-evaluate client • Relevant therapeutic resources and client needs identified • Treat client individually • Address treatment goals and priorities focusing on functional outcomes • Ongoing monitoring of client-centred service and review/re-evaluate • Meet client's therapeutic and resource needs • Participate with client/family/whānau initial and ongoing education • Participate in staff orientation • Assist with ongoing staff education • Attend clinical and administration meetings • Operate ABI Rehabilitation communication process, system and activities • Operate ABI Rehabilitation administration, professional, interdisciplinary and rehabilitation process, systems and activities • Identify key relationships and manage communication and interactions • Document client related assessment interventions and outcomes in individual client file • Develop and use in-house systems of documentation • Operate according to the systems and processes of ABI Rehabilitation. • Operate ABI Rehabilitation discontinuation/discharge process, system and activities • Engage with "downstream" rehab and care providers as required • Act as a resource for information • Provide social work expertise • Liaison and advocacy
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<p>Service Delivery – psycho-social assessment for all new clients admitted to the service</p> <p>Resources – identified, obtained, maintained and managed</p> <p>Supervision – received and provided</p> <p>Professional Development</p> <p>Safety and Maintenance – standards adhered to</p> <p>Counselling – access for clients and clients’ families</p> <p>Legal Issues – support with applications under The Protection of Personal and Property Rights Act (PPPR) as deemed appropriate or other court systems</p> <p>Financial Issues – support clients and families in relation to WINZ and /or ACC income to ensure entitlements are received</p>	<ul style="list-style-type: none"> • Identify psycho-social issues that can be address within the intensive rehab setting • Maintain and manage client/family relationships • Work alongside IDT members • Refer on to relevant external services • Develop appropriate networks with rehabilitation and iwi-based social services • Identify resources required to maintain quality of service provision • Undertake supervision • Identify and review supervision need • Assess development needs according to ABI Rehabilitation needs • Plan development in consultation with Rehabilitation Services Manager • Supervision of relevant clinicians if required • Undertake relevant professional development activities • Review development needs with the Rehabilitation Services Manager • Assist in the development of others • Operate within ABI Rehabilitation safety and maintenance standards. • Assess client’s needs for counselling (initial session) • Provide a professional counselling environment • Set appropriate goals to meet rehab needs • Evaluate progress in supervision • Review progress with client • Provide family support and counselling sessions as required • Understand PPPR legislation and process • Provide necessary support to families in applications and make applications where deemed appropriate • Liaise with and attend court proceedings as necessary • As part of IDT approach support clients who may be under other courts systems (Criminal, Corrections, Probation) as identified in conjunction with other agencies involved • Understand WINZ and ACC processes • Support clients and families in accessing information, attending appointments as identified
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<p>Continuous Quality Improvement</p> <p>ABI is committed to the concept of continuous quality improvement. All ABI services, teams and staff have responsibilities at both a professional level and a service level to understand and participate in CQI activities as an integral part of their position.</p>	<ul style="list-style-type: none"> • Identify opportunities for quality improvement projects • To actively participate, develop and implement identified quality initiatives that have been approved
<p>Communication</p> <p>ABI staff are bound by the provisions of the privacy Act and the Health and Disability Code, ABI policies and contractual provisions when they are communicating with clients, families/whānau, other members of the public and other health professionals.</p>	<ul style="list-style-type: none"> • Maintain effective interpersonal relationships with staff, clients, families-whānau and external stakeholders • Handle problems and complaints sensitively, following ABI policies and procedures
<p>Treaty of Waitangi</p> <p>ABI is committed to its obligations under the Treaty of Waitangi.</p>	<ul style="list-style-type: none"> • As an employee, you are required to give effect to the principles of the Treaty of Waitangi. • The principles that apply to our work are as follows: <ul style="list-style-type: none"> Tino rangatiratanga: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services. Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.

	<p>Partnership: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.</p> <ul style="list-style-type: none"> It is essential that ABI employees have an understanding of Te Ao Māori. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.
Health and Safety	<ul style="list-style-type: none"> Take all practical steps to ensure a safe work place and environment Observe, understand and comply with relevant legislation and regulations of the Health & Safety At Work Act (2015). Attend training as directed in fire evacuation, manual handling Hazard identification and reporting
Quality and Performance	<ul style="list-style-type: none"> Maintain professional and organisational quality standards. Ensure delivered work is planned, delivered, and implemented consistently against quality standards. Continuously identify improvement opportunities to perform job in an effective manner. Investigate opportunities to achieve goals in a more efficient way. Performance is in alignment with HR quality standards, organisational requirements and professional standards.
Documentation	<p>The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following Policies, procedures and documents</p> <ul style="list-style-type: none"> ABI Mission, Vision Values and Ngā Matapono ABI Strategic Plan ABI Quality and Risk management Plan ABI Health and Safety Manual Te Hekenga-ā-ora



Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.

I have read and understand the above job description:

Name: _____

Signed: _____

Date: _____