



HAMILTON BOYS' HIGH SCHOOL

SOCIAL WORKER

POSITION DESCRIPTION

REPORTING TO: Director(s) of Pastoral Care

AGREEMENT: Support Staff in Schools Collective Agreement

GRADE: D

HOURS: 9:00 – 4:00pm (2 days)
9:00 – 12:30pm or 12:30 to 4:00 (1 day)
(16.50 hours per week)
School Term Time Only
(Total 39 weeks)

JOB PURPOSE:

To develop and provide a comprehensive and culturally appropriate social work service in support of the students and families/caregivers of Hamilton Boys' High School.

The key purpose of the role is to engage with individuals, families/whanau to better manage illness, disability, and socioeconomic issues which place students at-risk or make school untenable. Critical duties include providing professional and effective social work assessment, planning and intervention in order to restore individual, family/whanau and community well-being. Our Social Worker will be an integrated member of the Pastoral Care Staff, and will work closely with both Deans and Guidance Counsellors in support of their efforts to maintain the health and safety of our students.

If time and workload allow, the Social Worker may develop a broader role in terms of working with others to build community capacity and educating others on the impact of social and environmental factors on health and well-being.

QUALIFICATIONS:

Qualified Social Worker

FUNCTIONAL RELATIONSHIPS WITH

- | | |
|--|---|
| <ul style="list-style-type: none"> • Students • Pastoral Care and Guidance Staff • Senior Leadership Team • Teachers • School Administration Staff • Doctors • Nurses • Guidance Counsellors | <ul style="list-style-type: none"> • Whanau/Family • Iwi Providers • Local community leaders /organisations • Social Service agencies • Other Health Professionals / and NGO's |
|--|---|

CORE COMPETENCIES:

PARTICIPATING AND CONTRIBUTING

- Supports and models the school's values at all times
- Supports the school's policies and procedures
- Shares information with others (appropriate to confidentiality regulations).
- Displays integrity and takes responsibility for own actions
- Able to work effectively with a variety of individuals and groups
- Respects diversity in the workplace
- Participates in personal development
- Accepts and manages personal change in a positive manner
- Strives for excellence and perseveres in the face of difficulties
- Works collaboratively as a team member
- Appreciates, understands and applies a bi-cultural perspective within the school
- Maintains collegial relationships

THINKING AND COMMUNICATING

Verbal:

- Conveys information clearly, logically and accurately (eg. meetings, discussions, phone calls)
- Listens and asks questions to maximise understanding
- Actively listens to what others have to say

Problem Solving:

- Collects data relevant to the issue accurately
- Completes analysis of data
- Consults / seeks assistance when necessary
- Keeps appropriate people informed the decision making process

Written:

- Writes in an appropriate manner so material is easily understood
- Written work is accurate, with attention to detail
- Work is checked before distribution

MANAGING SELF

Being responsible for the delivery of the work requirements and maintaining ethical standards

- Able to maintain a high level of confidentiality
- Accepts ownership for finishing work and delivering to commitments
- Uses time productively
- Has a 'can do' attitude
- Establishes systems and methods for documentation to provide an audit trail and future reference
- Plans and organises tasks on a day-to-day basis to achieve results
- Checks for agreement and approval before acting and seeks assistance when required
- Is aware of the effects their words and attitudes have on others
- Maintains own well-being

RELATING TO OTHERS achieves objectives through working as part of a team, freely sharing knowledge and using others strengths

- Actively builds positive and productive working relationships
- Is approachable, open, non-defensive and transparent in dealings with others
- Shares relevant knowledge with others
- Accepts constructive criticism and learns from it

RESPONSIBILITIES:

Areas of Responsibility	Tasks
Service Development	<ul style="list-style-type: none"><input type="checkbox"/> Key areas for social work practice within HBHS will be identified.<input type="checkbox"/> Effective and professional systems/processes will be developed to enable an effective social work service to be provided.<input type="checkbox"/> Parameters of the social work are clearly communicated to members of our HBHS team.<input type="checkbox"/> Relationships with key community groups / organisations / NGOs
Clinical Practice	<ul style="list-style-type: none"><input type="checkbox"/> Practise in a culturally & socially appropriate manner.<input type="checkbox"/> The Treaty principles of partnership, protection and participation will be reflected in practice.<input type="checkbox"/> Social work practice reflects a partnership with students, whanau, community.<input type="checkbox"/> Services are provided in a way that empowers student/whanau to make informed decisions and choices, that encourages and supports self-care.<input type="checkbox"/> Referrals are prioritised and actioned appropriately.<input type="checkbox"/> Appropriate bio-psychosocial assessments for clients are conducted including risk and strength assessments.<input type="checkbox"/> Care plans take into account the needs of individuals, family/whanau and communities.<input type="checkbox"/> Appropriate advice, information and education are delivered to referred student/whanau.

	<ul style="list-style-type: none"> <input type="checkbox"/> Plans are implemented, monitored and evaluated. <input type="checkbox"/> A range of strategies and approaches are used in providing social work services. <input type="checkbox"/> Case management is provided in a range of accessible settings. <input type="checkbox"/> A multi-disciplinary approach is used in the delivery of care including attending team meetings and discussion. <input type="checkbox"/> Appropriate communication is used. <input type="checkbox"/> Rapport building and maintaining client trust, providing a listening ear. <input type="checkbox"/> Robust professional relationships with other community agencies and organisations are developed and maintained. <input type="checkbox"/> Partnerships are built with key community groups. <input type="checkbox"/> Work with High needs families identify barriers to accessing medical care, assessing health literacy and facilitating improvement in health outcomes of identified families.
Documentation	Accurate, timely and thorough client records are maintained that meet professional standards and the reporting requirements of Hamilton Boys' High School

Areas of Responsibility	Tasks
Evaluation of outcomes	<ul style="list-style-type: none"> <input type="checkbox"/> Organisational policies and processes, legislation and social work practice guidelines are adhered to. <input type="checkbox"/> Social work practice standards reflect the ANZASW Code of Ethics and Practice Standards. <input type="checkbox"/> There is a commitment to quality improvement in all aspects of practice. <input type="checkbox"/> An evidence-based approach to care delivery is used. <input type="checkbox"/> Where appropriate, participate in relevant legislative and social processes to improve health and social services. <input type="checkbox"/> Appropriate review processes are used, including self, peer and external audit, to ensure a high standard of care is maintained.
Collaborative Team Work	<ul style="list-style-type: none"> <input type="checkbox"/> Effective networks and working relationships are established with a range of primary and secondary health providers, as well as relevant community organisations. <input type="checkbox"/> A comprehensive knowledge of resources/services available in the community is developed and shared with the Guidance and Pastoral team. <input type="checkbox"/> Networks are developed with other social workers, health promoters and community workers with common goals in the local community. <input type="checkbox"/> Collaborative work is evident with all practice team members.

	<input type="checkbox"/> A multi-disciplinary approach is used in the delivery of care. <input type="checkbox"/> Is involved with strategic planning processes. <input type="checkbox"/> Networks are established for peer support, education and case review with other social workers.
Meetings	Regularly attends Hamilton Boys' High School Pastoral/Guidance and general staff meetings.
Health & Disability Charter	Working with due consideration of the charter
Privacy Act	Maintain client confidentiality and ensure privacy code training
Training	Informal education/training/ professional development in social aspects of illness and the impact of social/environmental factors on health and well-being to be maintained.

General:

The duties set out in this job description may be modified and updated by the Employer from time to time following agreement with the Employee.

The Employee agrees to perform all other reasonable duties and comply with reasonable instructions issued by the Employer.

An Appraisal will occur annually in Term 3. This will follow a standard format.
The employee will be invited to submit a written evaluation of the year, inclusive of any recommendations.

A formal interview with written feedback will follow with the assigned overseeing Staff manager.

The Police Vet Clearance obtained at the time of employment is subject to renewal every 3 years and the employment of the employee again becomes conditional upon the completion of a satisfactory Police Vet.

This Job Description forms part of the employment contract.

Signed: _____

Social Worker

Executive Officer

Date: _____