

# Social Worker in Schools



  
Presbyterian Support  
Central

 Family  
Works

## Role specification

### Role Title

Social Worker in Schools (Registered)

### Business Unit

Family Works

### Reports to

Practice Manager Family Works

### Direct Reports

None

## Purpose of the role

To work in collaboration with children and their families to recognise and develop their strengths, resources, resiliency and problem-solving abilities, in order to increase social, educational and economic outcomes for children.

A Social Worker in Schools provides early intervention and preventive social work services, including group facilitation and related services. They are part of a multi-disciplinary team within a school setting.

## Organisational overview

Family Works is a family-focused social service agency supporting children, young people, families and communities to thrive and reach their full potential. We help families and whānau through challenging and confusing times to make positive lasting change. Family Works has a long history of supporting people from all walks of life. We've helped many children and families who have experienced trauma, family violence, separation, poverty, stress and anxiety, to have a safer and brighter future.

Our approach is flexible, responsive and non-judgemental and engages the whole whānau with services for both individuals and the family unit. Family Works' services include social work and advocacy, counselling and therapy, family violence prevention and safety, mediation and dispute resolution, youth mentoring as well as parenting education and support.

Family Works along with Enliven, our aged care services provider, is part of the not-for-profit organisation Presbyterian Support Central (PSC). PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage and the values we share.

## Key Accountabilities

### Social Work



- Gain consent of parent/ guardian to engage with a child.
- Completes assessments of referrals using established tools in order to provide appropriate service delivery.
- Plans, implements and reviews appropriate interventions to ensure social work delivery meets the needs of the child.
- Coordinates family meetings and interagency meetings to further understand, assist and advocate for clients, their families and whānau.
- Advocates for the child and their family within the school and with other agencies.
- Undertakes community visits with clients where appropriate.
- Participates in relevant school and inter-agency meetings
- Refers to external agencies as required when client safety issues are identified.
- Seeks advice from supervisor or undertakes peer review of interventions for complex clients or complex family situations.
- Initiates, maintains and terminates appropriate therapeutic relationships.
- Maintains a clear focus on child well-being and safety.
- Maintains appropriate professional boundaries.
- Ensures effective time management, priority setting, coordination and communication skills are practiced.
- Meets or exceeds caseload targets.

### Group facilitation

- Prepares programme plans and outlines in accordance with best practice.
- Develops resources appropriate to the group.
- Leads and delivers group programmes within a medium and format appropriate to the age and desired outcomes of the participants.
- Course evaluation is completed and reported.

### Recording and reporting

- Client notes are accurate, follow policy and statutory requirements, and are kept up to date within the current client management systems.
- Client files are closed off appropriately once the programmes are completed.
- Statistics are kept up to date where required, within the specified system.

### Culturally appropriate services

- Adheres to the principles of Te Tiriti o Waitangi.
- Has an understanding of te ao Māori and the application in practice.
- Identifies and adapts practice to meet the cultural needs of clients.

### Quality Improvement

- Maintains best practice through professional development and supervision.
- Understands, keeps up to date and follows policies and procedures.
- Participates in policy reviews and updates on request.
- Participates in internal quality audits and undertakes corrective actions as required.
- Identify areas of quality improvement and makes suggestions as to changes.

### Stakeholder Engagement



- Build positive relationships with children’s natural networks wherever possible by engaging and working alongside families.
- Builds and maintains positive relationships with key stakeholders including the school community, the multi-disciplinary team, Oranga Tamariki and other professionals from the wider school community.
- Has an in-depth understanding of the community resources available to Family Works clients and how to access them.
- Liaises with external agencies.
- Promotes Family Work services to referrers.

### Health, safety and wellbeing

- Supports organisational health, safety and wellbeing initiatives.
- Supports a culture of wellbeing.
- Role models good health and safety practice and behaviours.
- Reports all hazards, incidents, accidents and near misses.
- Supports managers and the organisation in remaining compliant to health and safety legislation.

## Core Competencies



### Client Focus

- Is dedicated to meeting the expectations and requirements of internal and external clients.
- Gets first-hand client information and uses it for improvements in products and services.
- Acts with clients in mind.
- Establishes and maintains effective relationships with clients and gains their trust and respect.



### Communication

- Is able to write and speak clearly and succinctly.
- Can get the message across that has the desired effect.



### Active Listening

- Practices attentive and active listening.
- Does not interrupt the speaker and has the patience to hear people out.
- Can paraphrase conversations and opinions with the acceptance of the speaker.



### Understanding others

- Understands why individuals and groups do what they do.
- Picks up on the sense of the group in terms of needs, what they value and how to motivate them.
- Can identify what groups may do in different situations.



### Manages Diversity

- Works with others equitably.
- Deals effectively with those of all ethnicities, genders, ages, cultures, and disabilities.
- Acknowledges peoples differences and recognizes them as valuable.
- Appreciates the differences of each individual and group.





### Self-Knowledge

- Knows personal strengths, weaknesses, opportunities and limitations.
- Seeks feedback.
- Gains insight from mistakes.
- Is open to criticism and talking about short comings.
- Is not defensive.

## Person Specification

- Degree in Social Work and registered with the Social Worker Registration Board or working towards registration.
- Excellent written and oral communication skills.
- A current clean driver licence.

## Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

**I have read this job description and accept it.**

Signed: ..... Date: .....

Employee's Name: ..... Date: .....

