

Position Description

Role: Registered Social Worker

Department: Clinical Services

Date: January 2023

This position description is designed to give an indication of the type of work and performance expected of the position holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this position description may require change from time to time.

Overview of the role

This Wellington Social Worker role provides ongoing support to patients, families and the multi-disciplinary team by working closely with the patients and their whānau who are utilising the services of Mary Potter Hospice within the Wellington community, and by contributing to a multi-disciplinary approach to care.

This key role provides professional and skilled social work services, and contributes towards the wider knowledge and understanding of hospice care in the Wellington community.

Scope

Reports to: Community Manager Wellington

Location: Newtown, Wellington Area

Key Competencies

- Demonstrated ability to communicate clearly and effectively both verbally and in writing
- Proven ability to work independently and analyse information to effectively resolve problems
- Demonstrated ability to understand others' perspectives and is empathetic towards others' feelings
- Demonstrated ability to assess patient, whānau and carer social work needs in an objective and non-judgemental manner and provide advocacy where required
- Actively seeks ways to develop and maintain competencies through professional development and supervision
- Committed to understanding and practising in accordance with the hospice philosophy
- Demonstrated understanding of the principles of the Treaty of Waitangi, what it means in the Hospice context and commitment to culturally competent practice
- Strong facilitation skills including group work
- History of working from a strength based perspective, utilising Social work theories

- Ability to work within legal, professional and ethical boundaries and a sound understanding of legislation relating to social work in the health and palliative care sector
- Demonstrated history of applying self-care appropriately and in a timely manner as required
- Uphold the SWRB Code of Conduct to demonstrate maintenance of professional competencies

Key Tasks

Participate actively as a member of Mary Potter Hospice Wellington Community team to ensure high quality holistic palliative care is provided to patients and families.

Education

- Support and provide education for patients and families/whanau regarding issues which are important to them, including self-care and community supports
- Provide specialist education to healthcare professionals both internally and externally in collaboration with the Palliative Education, Research and Quality Improvement Team and Manager
- Support broader community education in relation to developing understanding of Hospice services
- Contribute to the education of volunteers, staff and community groups as opportunities arise
- Help facilitate grief education, grief support and other groups as appropriate

Contribute to Wellington Team's Bereavement Care Service

- Co-ordinate bereavement follow-up work
- Refer family members to bereavement counselling as required
- Work with colleagues to organise the Wellington Remembrance Services

Contribute to quality improvement and service delivery and development across the Mary Potter Hospice Service

- Participate in audits and policy review as required
- Contribute to meetings with feedback on service delivery and quality improvements initiatives

Maintain personal professional development

- Attend regular meetings with Community Manager
- Professional Supervision requirements are met
- Maintain own professional development requirements
- Participate in in-service training opportunities
- Attend relevant networking meetings in the community
- Attend regular peer support meetings
- Maintain professional membership.

Health and Safety *(All roles have a H&S component, some more detailed than others. The tasks here include the minimum expected of all roles.)*

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks
- Participate in mandatory health and safety training as required.

Outputs/Expected results/Key performance indicators

- Patients and their whānau are able to access support and services to help them deal with their individual circumstances
- Understanding of social work and its place in palliative care is increased across the Hospice
- Bereavement services are appropriate and timely and bereaved whānau feel well supported
- Registration is maintained, adequate supervision undertaken and a self-care plan is in place

Outcomes

- Patients and their whānau receive a holistic service from Mary Potter Hospice
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- Experience working in a community setting preferable
- Appropriate tertiary qualification in Social Work
- Qualified and registered Social Worker.
- Demonstrated up-to-date knowledge of socio-political situations and their impact on patient, family and whānau groups at Mary Potter Hospice
- Full current driver's licence

Signed: Date:

(Position Holder)

Signed: Date:

(Director)

Position Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.

Mary Potter Hospice and Volunteers

We value our volunteers highly and consider them to be an integral part of our workforce. Many of our roles supervise volunteers and all roles interact with volunteers to a greater or lesser degree.