

Position Description

Position title Kaitauwhiro (Social Worker)

Reporting to Site Manager

Staff reporting None

Our context

Wellington City Mission (WCM) is a faith-based community organisation that has been supporting those in need in the Wellington region through the provision of social services since 1904.

Our vision

People and communities empowered, transformed, and experiencing fullness of life.

Our values

Aroha / Love

Tūmanako / Hope

Whanaungatanga / Kinship

Manaakitanga / Generosity

Purpose of the role

The Kaitauwhiro / Social Worker is part of the Te Pūnaha Pā transitional housing team. The Te Pūnaha Pā transitional housing team's purpose is to provide short term residential accommodation and to equip and support manuhiri (guests) to sustain long term tenancies in the community.

The Kaitauwhiro's purpose is to assist manuhiri to address factors that have contributed to their housing insecurity and to prepare them for living well by providing strengths based social work services.

Representative responsibilities and outcomes

Responsibility	Outcome
Establish social work relationships	
Assess referred manuhiri for social work support.	Manuhiri referred for social work assessment are met and interviewed. Opportunities for appropriate social work interventions are identified and discussed. Manuhiri are invited to and guided to indicate interventions they want to pursue.
Assist manuhiri to identify recovery and growth plans and goals.	Manuhiri are guided to consider strengthening the health and wellbeing of their taha whānau (extended family), taha hinengaro (mental and emotional wellbeing), taha wairua (spiritual wellbeing) and taha tinana (physical wellbeing).
Develop case management plans with manuhiri.	Plans are strengths based and achievable. Plans are comprehensive and reflect best practice. Plans are informed by and embraced by manuhiri and reflect manuhiri wishes and aspirations.
Provide ongoing social work support	
Apply strengths based social work principles and practice to support and help manuhiri work toward their goals.	Social work interventions create opportunities for significant change in manuhiri health and wellbeing, relationships, and social adjustment. Manuhiri with growth plans and goals feel supported and hopeful and their aspirations are validated.
Monitor manuhiri progress.	Meetings with manuhiri to discuss progress towards goals. Manuhiri make choices that will lead towards goal accomplishment. Manuhiri are assisted to identify and navigate challenges to progress towards goals. Challenges where possible become growth and resilience building opportunities.
Assist and advise manuhiri on accessing services.	Manuhiri are told about and are encouraged to access mental or physical health or addiction, tenancy, education, financial mentoring, services as appropriate.
Where required and with permission, advocate to service providers on behalf of manuhiri.	Manuhiri unable to access services directly are enabled to do so through the Kaitauwhiro / Social Worker.
Support manuhiri in their connections and relationships with whānau and communities.	Manuhiri are supported and encouraged to renew or strengthen whānau relationships or connections with their social or ethnic communities. Whānau or other communities are encouraged to accept manuhiri as they are and to support them on their health and wellbeing journeys.
Support social work best practice	
Model and support application of social work professional disciplines and best practice.	Social work interventions are delivered in a safe and supportive way. High standard social work practice in WCM is supported. Manuhiri and kaimahi are safe.

Model and apply Tikanga and Te Ao Māori informed approaches.	Manuhiri feel at ease and their culture affirmed. Wellbeing is emphasised. Manuhiri are enabled to connect or reconnect with their Māori self, whānau, hapu and iwi. Te Tiriti obligations are honoured.
Adapt social work practice for Pacific and migrant people.	Manuhiri customs and cultures are affirmed. Manuhiri are enabled and encouraged to make ethnic community connections and to retain or recover cultural customs including first languages.
Model WCM's values in interactions with manuhiri.	Manuhiri experience aroha, tūmanako, whanaungatanga, manaakitanga from the Kaitauwhiro. Manuhiri learn to and are encouraged to adopt these values for themselves and demonstrate them in their interactions with others.
Liaise with WCM and external service providers	
Build professional relationships with WCM counselling, addiction specialist, community social work, social supermarket, and financial mentoring personnel.	Available services and their appropriateness for manuhiri are well understood. Manuhiri benefit from access to appropriate services.
Build professional relationships with organisations providing relevant services.	Manuhiri benefit from access and referrals to primary health, mental health, addiction, disability, family violence, employment, refugee and language services. Cooperation between WCM and other agencies enhances outcomes for manuhiri and builds sector capability.
Self-care and professional development	
Monitor and manage own wellbeing and report symptoms of occupational harm including vicarious trauma.	The Kaitauwhiro / Social Worker is kept safe and continues to be effective.
Attend internal and external supervision as provided.	One-to-one meetings with manager are attended and are open and productive. External supervision enables the Kaitauwhiro / Social Worker to monitor their wellbeing and improve their social work practice.
Undertake continuing professional development.	Continuing professional development requirements are met and the Tiwhikete Mahi / Practicing Certificate is retained.
Process improvement and professional development	
Look for and propose process improvements.	Processes are effective and innovative. WCM demonstrates best practice. WCM resources are used to good effect.
Values and health and safety	
Demonstrate WCM's Kaupapa and values	All tasks and interactions are carried out in ways that are consistent with WCM's Kaupapa and values.
Comply with WCM's health and safety practices and processes	Hazards are identified and controlled in line with WCM's health and safety management.

	Incidents are reported promptly and according to WCM policy and practice. The position holder and those they work with are kept safe.
--	--

Person specification

Essential	Desirable
Qualifications	
SWRB registration and current Tiwhikete Mahi.	Second qualification in mental health and addiction support.
Knowledge and experience	
Three years plus Social Work experience.	Social work experience with vulnerable adults.
An understanding of the effects of housing deprivation.	
	Experience working with adults with substance addictions.
Ability to relate across diverse cultures.	
An awareness of Tikanga and Te Ao Māori and Te Tiriti and their application to social services.	An understanding of the drivers and impacts of social disadvantage for Māori.
	Ability to speak Te Reo Māori or a Pacific or migrant community language.
Attributes	
Committed to the approach and Kaupapa of Wellington City Mission.	
Non-judgemental.	
Able to operate calmly and professionally in all situations.	

Key relationships

Inside WCM	Outside WCM
WCM Addiction Specialists	Te Aro Health and Ora Toa personnel
WCM Counsellors	Kāinga Ora tenancy personnel
Community Services Social Work Manager	Te Whatu Ora MHAIDS
Financial Mentoring Manager	Translation Service personnel
Te Pūnaha Pā site / service managers	

Authorities

Financial	Personnel
Minor pre-approved spending within budget	None

Driver's licence

This position does require the position holder to have a current car drivers' licence.

Place and hours of work.

The normal place of work is Te Pā Pori transitional housing, Tory Street, Wellington. The position holder may be required to work elsewhere including at other WCM transitional housing sites from time to time according to the needs of WCM. WCM may also vary the normal place of work as long as the variation is reasonable.

This is a full time permanent position. Normal hours are 8:30am to 5:00pm, Monday to Friday unless otherwise agreed with WCM.

Employment Application Form

Your privacy

We collect the information in this form as part of our assessment for employment at Wellington City Mission. If you are appointed to a role at Wellington City Mission, this information will be kept as part of your personnel records and you will be entitled to view it at any time. If you are not appointed this information may be kept for up to three months and then will be destroyed.

The position

What position are you applying for?

How did you hear about the position?

Your personal details

What is your full name?

First names	Last name

What name would you like us to use when we email you or speak with you? (eg Susan, Sue, Ms Smith)

What is the best phone number to contact you?

What email address should we use?

Have you previously worked for Wellington City Mission? If you have, please give the position(s) you worked in and the dates.

Position	Dates

Immigration status

Are you living in and legally entitled to work in Aotearoa New Zealand?

What is your residency status?

If you have a work visa, what type of visa do you have and when will it expire?

Visa type	<input type="text"/>
Expiry date	<input type="text"/>

Note that we will need to see evidence of your citizenship or immigration status if we offer you the position.

Medical conditions, disabilities and other restrictions

Having read the job description, are there any circumstances or conditions that could affect your ability to do the job you are applying for? If so, please provide details in the text box following. You only need to tell us about conditions if they will affect your ability to do the job. We are committed to being inclusive, and we will do what we can to accommodate disabilities or other requirements.

Have you ever had any work-related illnesses or medical conditions such as gradual process injuries which could be aggravated by the tasks described in the job description? If yes, please give details.

Charges and convictions

Have you ever been convicted of a criminal offence or are you facing an investigation or criminal charges now? If yes, please give details in the box below. You may still be considered for the role even if you have previous convictions or charges pending, but the nature of our work means we need to know about them. There may be convictions you don't need to declare because of the [Clean Slate Scheme](#). If you are not sure what you need to declare you should get advice.

Note that if we get to the stage of offering you employment, we will conduct a Police vetting check.

Conflicts of interest

Do you have any interests or relationships that could be, or could appear to be, conflicts of interest? A conflict of interest can arise if you or someone close to you works or volunteers for, or has an interest in, an organisation that provides services to Wellington City Mission. It is also a conflict of interest if you or someone close to you works or volunteers for or has an interest in an organisation

that competes with Wellington City Mission or is inconsistent with Wellington City Mission's values. If you have or may have a conflict of interest, please give details in the box below.

Many conflicts of interest can be managed, but we do need to know about them.

Professional registration

If your profession requires you to be registered for this role (for example a Social Worker), are you currently registered?

Have you ever been declined registration or had your registration suspended or cancelled by your professional association?

If yes, please provide details.

Driver's licence

Please complete this section if the position description requires a driver's licence.

Do you have a car driver's licence?	
Have you had your licence suspended or disqualified for traffic offences in the last ten years? If yes, please give details.	
Have you been declined vehicle insurance or had vehicle insurance cancelled in the last ten years? If yes, please give details.	

Your CV

Please send this completed form with an up-to-date CV to the email address below. You can include a cover letter if you wish.

In your CV, please include full details of your current or most recent employment, and full details about other roles you have had that you think are relevant to this position. Please also list with dates all the jobs you have had in the last ten years, including the reason for any periods when you were not in work.

In your CV, please also list your professional, academic or technical qualifications if these are relevant to the position. Don't be discouraged from applying if you don't have qualifications. We value experience and not all positions require qualifications.

We also value volunteer experience. Please include in your CV or cover letter any volunteer work you have done that is relevant to the position or to the work of Wellington City Mission.

Finally

Please complete the following declaration. When you enter your name and today's date you are confirming that the following statement is true.

"I declare that the information supplied in this application form, my CV and cover letter is correct and complete to the best of my knowledge."

Your name	
Today's date	

*Please email your CV, cover letter and this application form to
at*