



## POSITION DESCRIPTION

### SOCIAL WORKER

<b>Location:</b>	An Office of Genesis Youth Trust and any other reasonably designated place of work		
<b>Reports to:</b>	Operations Manager	<b>Direct Reports:</b>	None
<b>Purpose of the Position:</b>	The purpose of this position is to provide appropriate, relevant and professional social work services to the young people referred to Genesis Youth Trust by our partner agencies; thereby enabling recidivist youth offenders to profoundly transform their lives for the benefit of themselves, their whanau and their community.		

### STRATEGIC HEARTBEAT & PURPOSE

Having a heart for youth that offers HOPE and RESTORATION for youth offenders and their families in the wider Auckland Region.

### ESSENTIAL VALUES

- SERVANTHOOD – serving others in humility and with compassion
- UNCONDITIONAL LOVE – being non-judgmental and respectful
- TRUST & INTEGRITY – building relationships based on trust and impeccable integrity
- ACTION FOCUSED – doing what matters, putting first things first
- TEAMWORK – being a supportive, productive and united team
- EXCELLENCE – providing a professional, sustainable and customised service

### POSITION AND PERSON COMPETENCIES

#### 1. Building Relationships

Demonstrates proven experience in working with and building relationship with youth offenders and their families, to identify strengths, give positive feedback and to work collaboratively with others.

#### 2. Technical Proficiency

Demonstrates Social Work assessment and intervention skills particularly in relation to youth offenders and their families and knowledge of social issues and social service provision. Has a complete understanding of the YLS-CMI assessment tool and its application to Genesis intervention.

#### 3. Cultural and Treaty Awareness

Demonstrates a good understanding of the Treaty of Waitangi and its application in a Social Work context. Demonstrates an ability to work successfully with Maori and Pacific families to effect positive change.

#### 4. Building Partnerships

Demonstrates an ability to work co-operatively with others to build partnerships and achieve desired outcomes. A requirement to actively network, create and maintain relationships that inspire trust amongst all stakeholders; especially Genesis Co-workers and Police Youth Aid, in order to share information and co-ordinate action effectively.

### OTHER REQUIREMENTS

- Qualified Social Worker Degree (or working towards) with experience.
- Social Work Registration obtained or pending via provisional registration.

- Have full driver's license.
- Completed a first aid course.

## KEY ACCOUNTABILITIES

### 1. SERVICE DELIVERY

- Meets with young person(s) and their families who have been referred to the Youth Development programme and explains the programme, what to expect, and our Genesis Children's Charter.
- Assesses and identifies the needs of young person(s) and their families by conducting interviews with young person(s) and their families.
- Assists in the development of a coordinated Intervention Plan for the young person(s) and their families which has been agreed upon by all parties concerned and which will help them to achieve their goals.
- Supports the young person(s) and their families to achieve their goals through advocating for them, representing them and encouraging them.
- Assists the young person(s) and families in identifying when goals have been achieved and when the services of the Youth Development programme are no longer necessary.
- Conducts planned review evaluation meetings with co-workers to assess the progress of the Intervention Plan and make any adjustments required to achieve the best outcomes
- To provide services including the coordination of sporting activities, community youth services expos, promotion of youth services, and leadership for youth and youth groups.
- Has a complete understanding of the YLS-CMI assessment tool and its application to Genesis intervention.
- Attends regular YLS-CMI Review meetings as the Social Work key worker along with co-workers and drives the evidencing of each question, including robustly debating (non-judgmental curiosity) each decision to gain a credible and defensible score.

### 2. RECORD KEEPING / MONITORING PROGRESS

- Conducts interviews with young person(s) and families when they enter and exit the Youth Development programme.
- Ensures the accurate recording and collation of data in relation to the young person(s) and families' involvement with the Youth Development programme on a regular basis.
- Holds regular meetings with the young person(s) and families to review progress towards their goals.
- Provides regular progress reports to the Operations Manager, or any other designated person (including problem identification and a risk analysis), on young person(s) and their families being worked with in a timely and accurate way.

### 3. TEAM WORK

- Supports the development and maintenance of a high performing team.
- Maintains effective channels of communication amongst team members.
- Encourages and supports open and honest constructive relationships with colleagues.
- Takes a constructive approach to team efforts and supports other team members where possible.

### 4. CUSTOMER SERVICE

- Ensures that all service requests, commitments and complaints are met with a professional customer-friendly and timely response.
- Participates in problem identification including symptoms, causes and effects.
- Uses discretion in an appropriate manner in dealing with problems.
- Sets priorities and manages time effectively.

5. **RELATIONSHIP MANAGEMENT**

- Assists in establishing and maintaining positive partnerships between police, local community agencies and the young person(s) and their families.
- Establishes and maintains appropriate working relationships with schools, government agencies and community-based social services which are involved with, or may be able to assist the young person(s) and their families.
- Monitors the young person(s) and their families' use of agencies and services and assists them to resolve any difficulties.
- Maintains appropriate professional boundaries with programme clients and adheres to a professional code of ethics.

**Date of Position Description (reviewable annually):**

**November 2017**