



Social Worker Job Description

Position:	Social Worker
Location:	Ōtepoti/Dunedin – OCASA’s office (21 Dunbar Street), the wider Ōtepoti area and Otago.
Nature of Work:	To provide support to survivors of sexual violence, their whānau and friends.
Functional Relationships:	The employer, OCASA Coordinators, OCASA employees, clients, stake holders and the wider Dunedin Community.

Background

Ōtepoti Communities Against Sexual Abuse (OCASA) is a not-for-profit, community support organisation dedicated to supporting our communities to heal from sexual harm. Our mission is to reduce and eliminate sexual violence and to address its impacts on survivors and the wider community. OCASA’s survivor support services are free, confidential and available to people of all backgrounds, and includes: Crisis Support and Social Work, Counselling, and Court Support. Our Court Support Service provides trauma informed, survivor centred support to prepare survivors and their whanau for the criminal justice process (this includes pre, during and post court support).

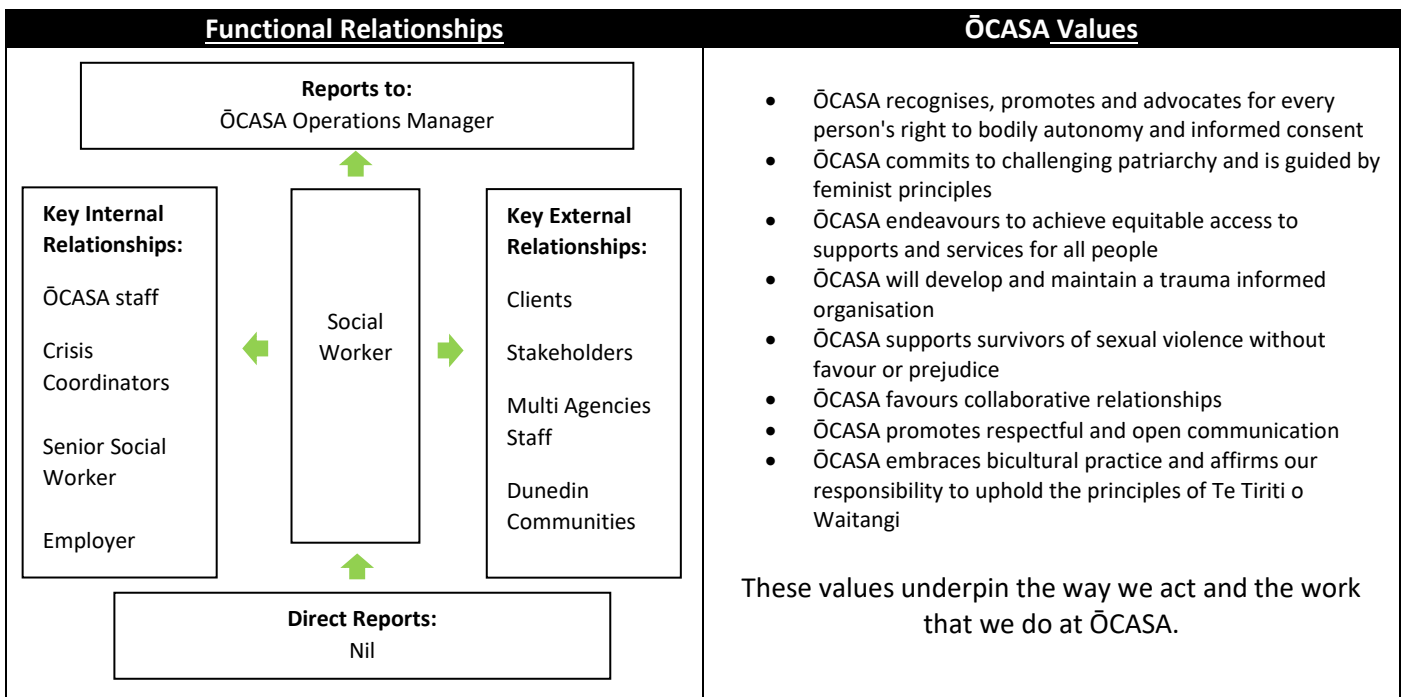
Primary Objectives

To provide social work assessment and intervention to support survivors of sexual violence, their whanau and friends.

Tasks and responsibilities:

- Manage a caseload of clients; provide assessment, referrals, safety and goal planning, and appropriate intervention. This may include face-to-face and telephone support sessions, advocacy, survivor-led intervention as well as supporting with external appointments with police, hospital and other agencies
- Respond to crisis calls within working hours and follow up intake referrals within triage timeframes
- Survivor advocacy - this may include acting as survivor’s advocate in order to coordinate services required or to resolve crisis situations
- Risk assessment and risk management, including making referrals to appropriate internal and external services as required, such as OCASA counselling service and/or to external agencies
- Provide brief intervention services using applicable social work theory/practice to support wellbeing during times of crisis
- Developing and implementing community and survivor-led support groups
- Group facilitation and developing and delivering education/training as needed
- Keep up-to-date and confidential case notes and statistics, create case plans and accurately record outcomes, complete intake assessments and intake forms, and input these into the client database systems with process timeframes
- Ensure high risk client notes are entered into the client database as soon as possible and within one working day, and that other client’s notes and statistics are entered into the client database as soon as possible and only in exceptional circumstances as approved by the crisis coordinator but not beyond OCASA’s seventy-two-hour process time-frame
- Facilitate and maintain positive relationships with community agencies and networks, and attend community meetings as necessary, representing OCASA with professionalism, and report relevant information back to management

- Uphold and promote the principles of Te Tiriti o Waitangi, through your engagement with clients, your role within ŌCASA, and your interactions with external organisations. Demonstrate a commitment to working towards cultural justice, and to developing responsiveness to cultural diversity
- Maintain own professional obligations including Continuing Professional Development (CPD) logs, arranging and attending professional development, attending regular supervision, undertaking social work related research, and maintaining Social Workers Registration Board (SWRB) registration and Annual Practising Certificate
- Attend and take an active role in planning meetings and collaborate with office staff, volunteers, and clinical/external supervisors to ensure survivors receive appropriate support
- Promote workplace wellbeing by supporting self and staff to work sustainably and safely, through encouraging good boundaries, self-care, role clarity and working within organisational and personnel constraints and resources
- Developing and attending case management meetings/consults in accordance with best practice standards to ensure continuity in intervention and planning, and working collaboratively with other case workers/counsellors
- After two years in social work practice and subject to full social work registration, provide social work mentoring and support to tertiary students on placement according to availability and capacity
- Responsible for completion of and meeting deadlines for all ŌCASA administrative paperwork, including monthly Worker's Reports, time sheets and any other administrative or agency requested reports
- After-hours call-outs: ensure availability to attend after-hours callouts to hospital, police, or courts. If rostered onto the 24/7 call-out roster, the worker will ensure availability to attend after-hours callouts on a monthly to 6 weekly rostered basis
- Complete any other duties as required by the employer



Social Worker Person Specification



OCASA
Ōporeti Communities Against Sexual Abuse

Qualifications

- A relevant tertiary qualification and relevant experience
- Registered with the SWRB
- Knowledge and practice in mental health and trauma

Skills & Knowledge

Essential

- A relevant tertiary qualification
- Registered with the Social Work Registration Board
- Experience providing support to others in a community setting
- Knowledge and practice in mental health and trauma
- Assessment skills
- Commitment to te Tiriti o Waitangi and its application, including an understanding of the impacts of colonisation and cultural oppression, and an ability to demonstrate this in day-to-day practice
- Ability to work collaboratively within a multidisciplinary team
- Ability to remain calm and focused in crisis situations
- Ability to analyse and engage with information through a critical lens
- Ability to reflect on and continuously improve practice
- Actively practices self-care and ability to recognise and respond appropriately to signs of stress in self and others
- Excellent interpersonal skills
- Good written and oral communication skills
- Confidence in following processes, completing administrative tasks, and in using IT systems and databases
- Commitment to OCASA's values and practice standards

Desirable

- Understanding of trauma informed practice, the impacts of sexual violence and mental health desired but not essential as training will be provided
- Understanding of patriarchy, gender and power issues, in relation to rape and sexual abuse or willingness to learn these
- experience in crisis or mental health support work would be an advantage but not essential
- Self-motivation, initiative and ability to recognise and respond to issues as they arise
- Self-reflection, self-evaluation and responsibility in setting personal work goals
- Skills and experience in listening and attending, and in providing trauma-informed companionship and support to survivors

Personal Attributes

- Social work knowledge, qualities and practice principles in line with those required by the core competency standards set out by the SWRB, and adherence to the SWRB Code of Conduct and relevant social work Code of Ethics
- Awareness of dynamics and issues related to trauma, power dynamics, sexual abuse, and anti-oppressive practice.