



POSITION DESCRIPTION PALLIATIVE CARE SOCIAL WORKER

Date:	April 2019
Hours of Work:	0.6 FTE
Responsible to:	Director Clinical Services
Salary Band:	\$57,500 - \$78,000
Functional Relationships:	Internal Family Support Team IPU Charge Nurse SLMT All Interdisciplinary Clinical Team Members Education & Research Unit Hospital Palliative Care Team ERU – Palliative Care Educator Hospice Staff External Cancer Society MidCentralHealth Staff Support links, Enable and other community support agencies

Purpose:

To provide social work services and counselling support for hospice patients and their family's/whānau who are under the care of the Arohanui Hospice.

Work undertaken IAW the Arohanui Hospice Excellence Framework – attached.

POSITION RESPONSIBILITIES

Social Work Service and Interventions

- Performance based on a sound understanding of the role as it relates to palliative care.
- Practices within scope of professional qualification and competencies.
- Works in close collaboration with other members of the Clinical team to undertake initial assessment and care planning for patients within our service.
- Demonstrates and articulates the hospice philosophy, code of conduct, values, standards, policies and protocols.
- Actively contributes as a member of the IDT across services including initial assessments and ongoing psycho/social care for patients and family.
- Where appropriate or where the NASC is unable to provide a timely assessment a needs assessment (e.g. Inter Rai) will be undertaken and completed for those patients requiring access to residential care and/or home support packages of care within our service.
- Discharge planning is facilitated through prompt mobilisation of appropriate support services.
- Family Meetings are planned and/or facilitated and documented in a way that meets patient and family needs.
- The Palliative Care Social Worker (PCSW) may be available as a resource for community groups including non-government & statutory agencies and PHOs in respect of specialist palliative care social work information.
- Patient/family/whānau are met within a variety of settings enabling equity of service and client focused practice.

- Patient/families and whanau's needs are prioritised and managed with the use of excellent time and case load management skills.
- Flexibility in support of Locum cover for other PCSWs to cover leave (in consultation with the Director Clinical Services).

Counselling, and Grief, Loss, and Bereavement Support

- Responds to referrals in a timely manner.
- Intervention strategies are relevant to the needs of patients and their families/whanau with referrals to other agencies as appropriate.
- Offers counselling based on sound theoretical knowledge of grief process, along with wider counselling methods.
- Contributes to the bereavement support of patients appropriately and according to Arohanui Hospice Bereavement Support Policy and Procedure.

Contributes to quality improvement and service delivery and development for Arohanui Hospice

- Participates in audits and policy review as required.
- Contributes to meetings with feedback on service delivery and quality improvement issues
- Participates in Arohanui Hospice wide issues requiring problem resolution e.g facilitation of debriefs.

Team Participation

- Regular interdisciplinary forums and meetings are attended as required and as appropriate.
- Contribute and support the Education and Research Unit with education/training both internal and external groups/stakeholders as appropriate.

Professional Development and Supervision

- Theoretical understanding and clinical practice is maintained and extended through on going education and involvement with relevant professional organisations.
- Regular professional supervision with a suitably qualified provider is undertaken.
- Maintain competencies related to current assessor accreditation requirements.
- Membership of the Aotearoa New Zealand Association of Social Workers is maintained and Certificate of Competency is kept current.
- Social Work Registration and Annual Practicing Certificate is maintained.

Demonstrates understanding of the Treaty of Waitangi and its principles, and integrates this in practice

- Demonstrates and reflects the ability to integrate the principles of the Treaty of Waitangi in practice.
- Is aware of protocols and practices when working with Māori.
- Is able to develop partnerships with patient/whanau, Māori health providers and acknowledges individual needs.

To practice according to sound health and safety principles

- Actively contributes to a healthy environment.
- Collaborates with colleagues, patients and family/whānau to ensure a safe environment for practice and care.
- Take responsibility for the health and safety of yourself and others, in partnership with the organisation.
- Ensure all hazards are identified and reported.



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PERSON SPECIFICATIONS

Essential

- Be a Registered Social Worker with a current annual practicing certificate
- Be a member of ANZASW with a current Certificate of Competency
- Have a minimum five (5) years social work experience, preferably within a health related setting
- Have undertaken, or have a commitment to, post graduate education in related fields such as counselling, palliative care, or grief & loss
- Have a commitment to own professional development
- Have undertaken, or have a commitment to do training at the DHB as an InterRai assessor.
- Have a good knowledge of the services offered by agencies such as WINZ, Support links (NASC), and other statutory and non-government organisations and be able to access these
- Have a strong commitment to working in an interdisciplinary team
- A readiness to work collaboratively and responsibly under the guidance/mentorship of the Palliative Care Social Work Coordinator
- Be fully computer and technology literate with experience in patient management software and MS Office software
- Demonstrate with ability to communicate clearly and effectively, both verbally and in writing
- Have excellent time management skills enabling the delivery of a social work service that has potentially high caseload and wide geographical spread
- Demonstrate a commitment to the understanding of Hospice philosophy
- Have an understanding of the Treaty of Waitangi and openness to wider cultural diversity
- Hold a unrestricted and clean current drivers licence
- Be prepared to travel within the region serviced by Arohanui Hospice

Desired

- Experience with end of life care, grief and loss, counselling and clinical case work an advantage

Signatures

Supervisors Name	
Signature	Date:

Position Holders Name	
Signature	Date:



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Arohanui Hospice Excellence Framework	
Guiding Principles	‘Principles in Action’ requirements and indicators
Patients, families and whānau are at the centre of everything we do	<ul style="list-style-type: none"> • Place support, care and education for patients and families as first priority • Ensure care, decision-making and care planning is based on a respect for the uniqueness and diverse needs of the patient, their caregiver/s and family • Facilitate active partnerships between patients, families, whānau, carers, staff and volunteers
We are committed to honest, transparent and visible processes that reflect our core values	<ul style="list-style-type: none"> • Incorporate opportunities for open discussion within processes • Enable easy access to knowledge and resources
Staff and volunteers - our most valuable assets - buy-in, engage with, and grow through the journey to excellence	<ul style="list-style-type: none"> • Participate in two-way communication that grows understanding and fosters discussion around Framework principles, processes and initiatives • Ensure staff know where they fit and how they can influence the journey to excellence • Recognise excellence in organisational practices, care delivery, education, research and support services • Develop professionalism and expertise through: <ul style="list-style-type: none"> ○ a variety of modern approaches to provide staff/volunteer enrichment ○ forums to share ideas ○ workforce development that supports a range of health care settings ○ evaluation that informs professional development
Ongoing evaluation within service delivery supports continuous learning and improvement	<ul style="list-style-type: none"> • Align systems with evaluation processes • Measure what matters - use evaluation to identify and implement improvements that add value to service delivery • Be ready and willing to respond and adapt to changing needs and / or new opportunities identified through evaluation • View evaluation as an essential enabler to excellence within all aspects of service delivery
Arohanui Hospice is recognised as an organisation that embraces diversity, equity and inclusivity	<ul style="list-style-type: none"> • Ensure care delivery and organisational practices can adapt to meet diverse needs – cultural / ethnic, gender, sexual orientation, religion / beliefs • Be transparently inclusive • Act as a leader in cultural integration • Be responsive to the needs of cultural and minority groups • Treat all with courtesy, equity and fairness
Governance and leadership establishes and motivates support for an excellence-focused culture	<ul style="list-style-type: none"> • Leadership drives the delivery of strategy, actively seeking staff contribution to service delivery improvement and innovation • All staff are able to demonstrate leadership and a high level of specialist knowledge in palliative care • Resources are prioritised (people, funding, process and technology improvements) towards excellence-focused initiatives • Continually reference Arohanui Hospice’s mission, vision and values within the drive for excellence
We build and sustain organisational capability and resilience	<ul style="list-style-type: none"> • Attract, retain, support and develop the highest quality work force • Look first to harness the best use of current resources • Be realistic about what is achievable • Focus on building capabilities that in turn build resources: <ul style="list-style-type: none"> ○ Use deliberate processes to develop skills and knowledge ○ Develop partnership and support networks ○ Establish sources for expert advice ○ Publicise achievement and evidence-based stories of excellence within palliative care to establish organisational credibility