



POSITION TITLE: Settlement Social Worker

LOCATION: Wellington

RESPONSIBLE TO: Pathways to Settlement Manager/Senior Social Worker

FUNCTIONAL RELATIONSHIPS:

Internal

Pathways to Settlement Staff and Members
Pathways to Employment team
National Migration Support Team
Community Programme staff

External

Refugee clients, groups and communities
Agencies providing services to former refugee clients
Interpreting agencies

POSITION SUMMARY:

The purpose of the social work role is to provide comprehensive assessments, social work and settlement support to former refugees settling in New Zealand to regain control of their lives.

KEY RESPONSIBILITY AREAS:

Social Work and Settlement Support

- Assist clients to develop and achieve their settlement plans, including undertaking regular home visits
- Provide individualised information and orientation to clients
- Provide effective case management and coordination of crisis support
- Provide comprehensive assessments, social work support, counselling and skills development services to clients

- Make referrals to appropriate agencies and ensure effective linkages are made
- Advocate on behalf of clients to ensure access to services and resources
- Demonstrate strengths-based social work and cross-cultural understanding both internally and externally
- Maintain communication with volunteers alongside the volunteer coordinator to assist volunteers on placement
- Assist with settlement tasks as required, in conjunction with volunteers and staff
- Maintain all required case file documentation, including regularly updated case notes

Networking and Advocacy

- Attend community meetings and network groups as required
- Provide public education and raise awareness with local mainstream service providers on best practice work with former refugee clients

Team contribution

- Provide support and guidance to settlement case workers and cross-cultural workers as required
- Contribute to the ongoing development of settlement work and social work in NZRC
- Provide supervision and on the job training to social work students on placement
- Actively participate as part of the wider Red Cross team

Health & Safety

- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance, and managed according to the hazard management process.

DELEGATIONS:

Staff Management

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil

Delegations

Financial Delegations	TBC
Employment Related Delegations	TBC

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

PERSON SPECIFICATION:

Qualifications:

- Tertiary social work qualification
- Full registration with the Social Worker Registration Board or near completion.

Experience/Competencies

The appointee would be able to demonstrate:

- Ability to relate to people of different cultures and religious backgrounds
- Relevant experience in social work
- Willing to embrace, seek and understand specific and relevant cultural knowledge
- Ability to network and build positive working relationships
- Excellent oral and written communication skills
- Excellent IT skills in Microsoft Office Suite
- Excellent time management skills
- Empathy with humanitarian causes
- Be enthusiastic and have the commitment to work as a team member of Red Cross.

A commitment to the Fundamental Principles of the International Red Cross Movement is imperative.

Driver's Licence

A current full motor vehicle driver's licence is essential.

APPROVED:

Authorised signature:	
Name:	
Position:	
Date:	