

2 November 2016

C80557

Ti Lamusse  
[fyi-request-4670-1960fd4d@requests.fyi.org.nz](mailto:fyi-request-4670-1960fd4d@requests.fyi.org.nz)

Dear Mr Lamusse

Thank you for your email of 28 September 2016, requesting information on Social Workers in New Zealand prisons. Your request has been considered under the Official Information Act 1982 (OIA).

You have requested the following information:

1. *The number of social workers working in the capacity as a social worker in New Zealand prisons.*
  - a. *Please break that down into volunteer and paid social workers*
  - b. *Please break down those numbers by prison*
  - c. *Please break down those numbers by whether or not they specialize in any particular social work service e.g. social worker for drug rehabilitation or social worker for violence prevention (if such specialisations exist).*
2. *The name and email address for every social worker in New Zealand Prisons*
  - a. *Please break that down by prison*
  - b. *Please break that down by unit (if possible)*

The Department does not currently employ or contract Social Workers to work in New Zealand Prisons. The Department has recently advertised a full time position for two Social Workers at Auckland Region Women's Corrections Facility (ARWCF). These roles are still in the employment process. The Department does employ staff with Social Work backgrounds, including those educated in social work and registered with the Social Workers Registration Board. These staff are employed in various roles, such as Probation Officers, Case Managers and Programme Facilitators. However, it is not a requirement of the roles to be a Social Worker. Therefore, your request is declined under section 18(e) of the OIA as the information requested does not exist.

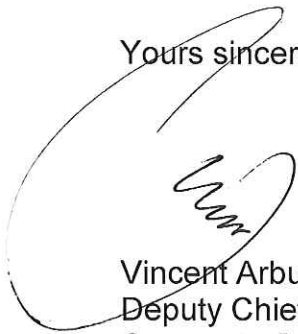
The role at ARWCF is to support and enhance the wellbeing of women in prison, particularly vulnerable women and mothers. The role is part of a multi-disciplinary team including Corrections Officers, Case Managers, Programmes and Health staff who all work to guarantee women's wellbeing in prison. The Department will be advertising this role at Arohata and Christchurch Women's

Prison shortly. Please find enclosed a copy of the job description for the Social Worker role.

In regards to your second request for names and email addresses of Social Workers in New Zealand prisons, I refer you to previous responses by the Department for such information. Staff names and contact details will be withheld under section 9(2)(g)(ii) of the OIA as withholding the information is necessary to protect employees from improper pressure or harassment.

I trust the information provided is of assistance. Should you have any concerns with this response, I would encourage you to raise these with the Department. Alternatively you are advised of your right to also raise any concerns with the Office of the Ombudsman. Contact details are: Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Vincent Arbuckle', is written over a large, faint, circular watermark or background mark.

Vincent Arbuckle  
Deputy Chief Executive  
Corporate Services



## Job Description

<b>Job Title:</b>	Social Worker (20 months fixed term)
<b>Group:</b>	Corrections Services
<b>Reports to:</b>	Principal Adviser Rehabilitation and Learning (Christchurch Women's Prison), Principal Case Manager (Auckland Region Women's Corrections Facility and Arohata Women's Prison)
<b>Location:</b>	Arohata Women's Prison <b>or</b> Auckland Region Women's Corrections Facility <b>or</b> Christchurch Women's Prison
<b>Date:</b>	July 2016

## Organisational Overview

The Department of Corrections is a core part of New Zealand's Justice sector and manages custodial and community-based sentences imposed by the Courts.

Our vision is to create lasting change by breaking the cycle of re-offending.

Our goal is to reduce re-offending by 25% by 2017.

Our four priorities, within our Department's Strategic Business Plan "Creating Lasting Change" are public safety; reducing re-offending; better public value and leadership.

On any given day the Department manages more than 8,500 prisoners, and 40,000 offenders serving sentences and orders in the community.

The Department employs approximately 8,000 people nationally and is structured into four groups, Corrections Services, Service Development, Finance, Technology and Commercial, and Corporate Services.

More information on Corrections can be found on our website at [www.corrections.govt.nz](http://www.corrections.govt.nz)

## Role Purpose

The primary purpose of the Social Worker role is to support and enhance the wellbeing of women in prison, particularly vulnerable women and mothers. The role is part of a multi-disciplinary team including corrections officers, case managers, programmes and health staff who all work to guarantee women's wellbeing in prison, and assist them to navigate their time in custody and build a better future for them and their children on release.

Specifically, the functions this position is accountable for are:

- working with women who are mothers to support their continued parenting, navigate the statutory child protection processes and strengthen the relationships with their children;
- leading practice in the mothers with babies units;
- supporting pregnant women through their pregnancy in prison and planning for their child;
- supporting young women in positive youth development;

- supporting transgender men and women to access appropriate support services to assist with addressing their needs;
- working closely with the statutory child protection agency where the mother is in prison; and
- taking innovative approaches to support women's wellbeing in prison.

The role will work with other prison staff to take multi-disciplinary approaches to meet the needs of women in prison. This role includes a wide variance of social work which will require the ability to exercise sound professional judgment.

## Key Accountabilities

Key Accountability Areas:
<p><b>Working with mothers</b></p> <ul style="list-style-type: none"> <li>• Develop and facilitate innovative approaches to improve mothers and children's experiences of contact and visits (including arranging activities to engage mothers with their children)</li> <li>• Develop innovative ways to support mothers in prison to continue to parent and explain their custody to their children (for example support groups, reading and story time programmes)</li> <li>• Strengthening and maintaining relationships between mothers and the primary carers of their children if safe to do so</li> <li>• Assist women to understand and navigate the statutory child protection process where they are involved with the care of their children</li> <li>• Prepare mothers for contact with their children post release if it safe to do so</li> <li>• Support mothers, and facilitate liaison with appropriate parties, where issues with children in the community arise</li> <li>• Work with new prison arrivals to check there are safe care arrangements for their children if they were the primary care giver prior to their custody</li> <li>• Providing support and assistance to mothers navigating care and protection processes <ul style="list-style-type: none"> <li>○ working with mothers served with Family Court orders to understand them and access necessary legal advice if necessary</li> <li>○ liaise with the statutory child protection agency on behalf of mothers</li> <li>○ facilitate contact between mothers and the statutory child protection agency</li> <li>○ support mothers at meetings and conferences with the statutory child protection agency, including assisting the mother to understand the process, outcomes and decisions</li> <li>○ referral of mothers to the counsellor if necessary</li> </ul> </li> <li>• Management and facilitation of mothers continuing to feed and bond with their babies when they are not placed with them in prison, including: <ul style="list-style-type: none"> <li>○ working with mothers to determine their needs and whether they want to utilise feeding and bonding facilities, or whether continued breastfeeding can be accommodated in other ways</li> <li>○ completing assessments, applications and providing advice for women's access to feeding and bonding facilities if they have babies in the community under 24 months old</li> <li>○ arranging the feeding and bonding schedules and arrangements, including supervising contact if necessary</li> <li>○ ensuring the feeding and baby bonding facilities are well equipped to allow the purpose of the facilities to be achieved</li> </ul> </li> </ul>
<p><b>Working with mothers with babies in prison</b></p> <ul style="list-style-type: none"> <li>• Lead practice in the mothers with babies unit</li> <li>• Leading the mothers with babies placement suitability assessment. This will include, but is not limited to: <ul style="list-style-type: none"> <li>○ working with eligible mothers to determine if an application will be made;</li> <li>○ gathering and analysing information relevant to the application;</li> </ul> </li> </ul>

### Key Accountability Areas:

- providing advice to the decision maker on the mother's suitability; and
- identifying and liaising with alternative care givers for the child.
- Checking appropriate parenting, care plans and transition plans, for babies accepted to be placed with their mothers in prison
- Support external agencies with contracts to provide services to the mothers with babies in prison
- Support the operations of the mothers with babies units through:
  - supporting mothers to successfully parent their children outside the parenting programmes they attend, including by identifying gaps in their knowledge and providing information and support to address those gaps';
  - arranging and facilitating child development opportunities and activities in the community;
  - checking all the necessary and safe equipment that is required is provided; and
  - supporting custodial staff working in the unit to support the mother's successful and independent parenting and her child's development.

### Working with pregnant women

- Supporting pregnant women. This will include, but is not limited to:
  - working with the Lead Maternity Carer on birth plans and community support referrals;
  - determining existing plans in place for the care of the child;
  - developing plans for the care of the child, in consultation with the statutory child protection agency if necessary;
  - identifying any care and protection issues and assist the mother to address these;
  - if care and protection issues exist, report to the statutory child protection agency and work with them on an ongoing basis to plan for the placement of the child;
  - if care and protection issues are already identified by the statutory child protection agency and an uplift of the child will take place at birth, work with the statutory child protection agency to implement adequate plans for the child/ren; and
  - supporting the mother through the CYF process and support her wellbeing through the pregnancy.
- Alongside Health Services, working with and supporting women whose pregnancy ends in prison through termination or miscarriage
- Assist other prison staff in their support of the pregnant woman where necessary

### Working with young women (under 20)

- Assisting women under 20 and under to navigate their way through life in prison by:
  - working with them to connect and/or re-connect with family and pro-social support in the community;
  - working with the women on life skills and positive youth development;

### Working with transgender men and women

- Form relationships with local transgender support services and assist prisoner's to access these services
- Facilitate transgender prisoners access to the support they require so that their gender specific needs are met while in prison

### Working with other vulnerable groups

- Identify and disseminate information about local programmes and support for children of prisoners
- Assisting in facilitating the safety of women's children by making notifications to the statutory child protection agency if:
  - a woman has care and protection concerns for her children in the community;
  - the social worker has reason to believe there are care and protection concerns for women's children in the community;
  - the social worker has reason to believe there are, or could be, care and protection concerns for children when a woman is being released into the community

<b>Key Accountability Areas:</b>
<ul style="list-style-type: none"> <li>• Supporting prisoners with serious or terminal illnesses to navigate their time in prison</li> <li>• Supporting and working with other vulnerable women when a need is identified or when requested by the woman's case manager</li> </ul>
<b>Family liaison</b>
<ul style="list-style-type: none"> <li>• Liaise with women's families to enhance protective relationships when referred to by other prison staff</li> <li>• Work with other agencies involved to enhance protective family relationships of women in prison</li> </ul>
<b>Innovation</b>
<ul style="list-style-type: none"> <li>• Discuss and develop innovative work with managers and other prison disciplines</li> <li>• Take innovative approaches to arrange and facilitate activities and/or processes that will contribute to the desired outcomes of the social worker role</li> </ul>
<b>Other support</b>
<ul style="list-style-type: none"> <li>• Supporting prisoners with serious or terminal illness to navigate their time in prison</li> <li>• Manage ACC sensitive claim referrals and processes</li> </ul>
<b>Supervision and administration</b>
<ul style="list-style-type: none"> <li>• Participate in own supervision</li> <li>• Participate in regular performance feedback, both formal and informal</li> <li>• Fully use all offender and administration information systems</li> <li>• Use IOMS to required standard</li> <li>• Keep appropriate and timely records of work</li> </ul>
<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>• Ensure that all work is carried out in a safe and responsible manner that does not compromise your own or the health and safety of others in the workplace.</li> <li>• Comply with Departmental guidelines and policy statements on all matters of Occupational Health and Safety.</li> </ul>

## Relationships

### Key Working Relationships:

#### Internal:

- Prison management
- Principal Adviser, Rehabilitation and Learning
- Health Centre Manager and other health staff
- Case managers
- Corrections Officers
- Departmental psychologists
- Social worker
- Community Probation

#### External:

- Local iwi/runanga and Māori Service Providers
- Community Service Providers
- Government Agencies and Social Services Providers
- Volunteer Groups

## Person Specification

To be successful in this position you will need:

### Knowledge, Skills and Experience

- Knowledge of and experience in social work with women
- Sound knowledge and experience in working with women with trauma histories
- Flexible, safe and creative approaches in supporting vulnerable women
- Can operate effectively in a Māori cultural setting and has an understanding of the Treaty of Waitangi.
- Knowledge and experience of trauma informed practice models
- Ability to make sound professional judgements tailoring solutions to individual circumstances.
- Effective written skills including the ability to write clear and meaningful records for different audiences.
- Have effective communication skills, including being able to communicate verbally in a respectful and non-threatening manner that is tailored to the audience
- Ability to build and maintain effective working relationships with a wide range of people to facilitate the accomplishment of work goals
- Ability to maintain professional boundaries
- Ability to be flexible and adapt behaviour to reflect diverse situations and people, and deal positively with difficult situations and people
- Know when to seek guidance from others on matters of operational policy and procedure
- Effectively manage time and workload, taking responsibility for learning and development, while maintaining a balance between work and personal life

### Qualifications

- Must be a registered social worker with a current practising certificate and recognised social work qualification.

### Other requirements

- Hold a clean and current drivers licence.
- Travel to other prisons where women are placed may be required.

### Performance Competencies

COMPETENCY	DESCRIPTION
Service Focus	<ul style="list-style-type: none"><li>• Maintains a helpful and courteous approach when dealing with others.</li><li>• Clarifies expectations when providing a service and keeps clients informed of progress.</li><li>• Anticipates the needs/concerns of those to whom a service is being provided.</li><li>• Prioritises and balances the needs of others in overall service provision.</li></ul>
Problem Solving	<ul style="list-style-type: none"><li>• Identifies and weighs up risk appropriately before taking action.</li><li>• Discusses options with manager where appropriate.</li><li>• Makes use of relevant and available information and consults others when developing workable solutions.</li><li>• Recognises the importance of IOM and its impact on analysis and development of options.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Listens to others and asks questions to clarify own understanding.</li></ul>

	<ul style="list-style-type: none"> <li>• Responds politely and sensitively to queries and alternative points of view.</li> <li>• Is prepared to take on board others' ideas and suggestions.</li> <li>• Produces written communication that is clear, concise, logical and understood by the reader.</li> <li>• Communicates in a style appropriate to the recipient or audience.</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Shares the responsibility to maintain a safe and healthy workplace, carries out work-related activities in accordance with safe procedures and reports all hazards, accidents and incidents.</li> <li>• Is familiar with the Code of Conduct and statutory confidentiality requirements.</li> <li>• Acts with integrity at all times</li> <li>• Supports and models the organisations values, taking responsibility for their own actions and decisions.</li> </ul>
<b>Responsiveness</b>	<ul style="list-style-type: none"> <li>• Acts fairly and impartially in all dealings with others, respecting their rights and needs.</li> <li>• Demonstrates an understanding and respect for Māori, Pacific Peoples' and ethnic minorities' values and beliefs.</li> <li>• Incorporates cultural responsiveness, and EEO principles into work practices.</li> <li>• Promotes EEO policy to peers and others.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Proactively shares information, ideas and experience with managers and peers.</li> <li>• Encourages and supports team members and others they are working with.</li> <li>• Promotes a work environment where others can exchange opinions and ideas.</li> <li>• Co-operates with other staff outside their own service or group.</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance.</li> <li>• Accepts constructive criticism without becoming defensive.</li> <li>• Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility.</li> <li>• Identifies and commits to learning and development opportunities.</li> </ul>
<b>Work Management</b>	<ul style="list-style-type: none"> <li>• Processes work to the required standards (quality and timeliness).</li> <li>• Identifies issues and problems and communicates these to manager in a timely fashion.</li> <li>• Focuses on the task at hand and the work that needs doing without losing track of priorities.</li> <li>• Is alert to connections and interrelationships between own workload and that of others and consults as appropriate.</li> </ul>