

September 2020

Kia ora

Thank you for your registration of interest in the role of Fixed-Term Part-Time Community Social Worker with Wesley Community Action's Rangatahi service.

This pack includes a job description and outlines the key tasks and expected outcomes of the position.

The pack also includes a Pre-employment Disclosure Statement (page 7) and a copy of Te Ara Wēteriana / The Wesley Way (page 6). Te Ara Wēteriana is our quality assurance practice framework which guides how all staff are expected to interact with each other and with those we work alongside. Please read this carefully to ensure there is alignment between your beliefs and Te Ara Wēteriana / The Wesley Way.

To apply for this position please send us:

- a covering letter
- your CV
- the completed Pre-employment Disclosure Statement.

We look forward to receiving your application and please do not hesitate to contact us if you have any questions.

Please send your application to:

Isabel Macdonald

imacdonald@wesleyca.org.nz

PO Box 9932

Te Aro, Wellington 6141

04 8050875

Regards



Andrea McKenzie
Manager Operations

Position Description

Community Social Worker fixed-term (one year) part-time (32 hours/week)

This position is a fixed-term, part-time, key role with our Rangatahi service, a small team that provides innovative and responsive social work support for whānau not connected to mainstream supports and who experience numerous challenges

The person in this role will combine professional social work practice (case-management focus) with flexible approaches that are driven by the people seeking the change. The work will foster connections with other organisations and teams within Wesley Community Action.

This one-year project will support the brokering of collaborations between Wesley Community Action and other services supporting intensive and tailored continuums of support for whānau who largely reside in the eastern suburbs of Wellington.

The person on this position will also be responsible for gathering and analysing data on the impact of this project to support funding applications for longer-term ventures. Ideally, we would like to see this position become permanent.

The person in this position will model WCA values and unique approaches as expressed in the social justice principles of Te Ara Wēteriana / The Wesley Way and as a Kaupapa Te Tiriti organisation.

Wesley Community Action is working towards being a dementia-friendly organisation

Responsible to:	Operations Manager
Important relationships with:	<ul style="list-style-type: none"> • WCA Management Team • WCA staff • People and communities that WCA works with
Hours:	Part-time: 32 hours a week, Monday to Friday or as otherwise negotiated, plus half hour unpaid lunch break.
Location:	Wesley Community Action, Wellington.

About our Rangatahi service

Wesley Community Action's Rangatahi service is an innovative programme working alongside whānau to provide innovative and responsive social work support and group programmes for whānau not connected to mainstream supports and who experience numerous challenges.

The Rangatahi service is a small team with one other Community Development Worker.

Our staff engage with whānau in a person/whānau led, strengths-based and solution-focused approach, ensuring every interaction has the potential to further enhance and develop the skills they already have and encourage them to learn new ones.

The programme differs from other approaches in that staff work intensively with the whānau in their homes and communities to identify and reduce the barriers to them developing their best selves.

Who will thrive in this role?

The person who will thrive in this role is someone who has the following skills and attributes:

- A qualified and registered social worker.
- Experienced in working alongside and comprehensive understanding of the issues that impact on whānau who are isolated from mainstream supports, especially Māori and gang whānau.
- Outstanding communication skills.
- Demonstrated ability to develop individual and whānau led plans.
- A high standard of written and oral communication skills, organisational and time management skills.
- Demonstrated ability to facilitate groups and initiatives that are community led / or access programmes to meet whānau and taurira needs.
- A commitment to working within Te Tiriti o Waitangi, an understanding of the nature of partnership and the issues of bi-cultural relationships.
- A valid full driver's license.
- Ability to self-manage, work responsibly and confidently and be highly self-motivated and professional.
- A demonstrated ability to work within the principles of Best Practice and Strength Based Practice and a commitment to working within the "Wesley Way".
- Achieves full Police and Oranga Tamariki vetting clearance.
- Demonstrates commitment to on-going professional development.
- A sense of humour, good health, and good self-care strategies.

Key tasks and expected outcomes

Key tasks	Expected outcomes
With the Community Development Worker, develop and maintain a positive and healthy relationship with whānau and individual taura and community.	<ul style="list-style-type: none"> Whānau and individual taura have a strong relationship with the social worker and feel supported and understood by them. Whānau and individual taura feel safe and respected within their relationship with the social worker. Whānau and individual taura are met with regularly and feel supported by this contact. PCOMS Outcome Rating Scale (ORS) and Session Rating Scale (SRS) are used to support ongoing taura feedback throughout the relationship.
Establish and support whānau and taura-led development plans that respond to agreed goals.	<ul style="list-style-type: none"> Whānau and individual taura are involved in the development of their plans and feel engaged in the service. All whānau and individual taura have plans that are driven by them and all goals are relevant to each whānau group or individual. All plans are established within 4 weeks of engagement and reviewed formally every 3 months using Wesley-accepted strengths-based frameworks and templates. Effective advocacy occurs on behalf of whānau and individuals to ensure that their needs, rights, and interests are being addressed and promoted. Whānau and taura are aware of their strengths and skills.
Identify and establish key external relationships with relevant providers of appropriate services.	<ul style="list-style-type: none"> Other groups and agencies (including health, education, housing, Work and Income, sexual health, antenatal, Well Child, and family services) are aware of the service and its akonga base and are keen to work alongside it. Whānau and taura are supported to develop the skills and confidence to access services independently.
In collaboration with the Community Development Worker design, develop and implement group programmes or initiatives that enhance financial, health, housing, wellbeing outcomes and decrease social isolation.	<ul style="list-style-type: none"> Be proactive with initiatives informed by the needs of the group identified. Programmes are designed to surface the leadership within communities and those leaders are supported to play an active role in co or full facilitation of groups and initiatives. Programmes are routinely reviewed and evaluated, and feedback is actively sought from those who engage in them.
Contribute to the maintenance of a co-operative Rangatahi service and Wesley Community Action team.	<ul style="list-style-type: none"> Supervision sessions and team meetings are attended and contributed to. Staff attendance at all WCA core and ongoing staff meetings and trainings. Social work practice is shaped by the strengths-based framework, including PCOMS Client Directed Outcome Informed work.

Key tasks	Expected outcomes
	<ul style="list-style-type: none"> • Issues that may impact on service delivery are communicated to the Operations Manager. • Participate in community hui and share effective practice models with other Community and Social Workers and Wesley staff through the Wesley team meetings.' • Role model professional behaviour always. • Comply with all Health and Safety legislation and requirements and ensure that every reasonable action is taken to cause no harm to yourself or others by your actions or by failing to take action.
<p>To participate in daily administrative procedures of Rangatahi service.</p>	<ul style="list-style-type: none"> • Specific administration time is scheduled and committed to. • Data is gathered that evidences impact of service. • All reports are completed on time. • Service Data base is maintained and up to date. • Individual Family/Whānau Plans are developed, regularly reviewed, and updated. • Petty cash receipts are maintained. • Wesnet is actively used and up to date to ensure all files are accurate and reflect Wesley's commitment to transparency and Tauria owned recording.
<p>TE TIRITI O WAITANGI Works from a bicultural base and relates to staff and young people within their cultural context</p>	<ul style="list-style-type: none"> • Whānau experience the service as showing respect for and understanding of their different cultural and spiritual beliefs • Principles of Te Tiriti o Waitangi and Maori perspectives are actively demonstrated in all interactions with whānau and demonstrate commitment to Maori perspective as Tangata Whenua. • WCA Tikanga Advisor is consulted in any cultural issues • The Worker participates in appropriate cultural practices when with whānau.
<p>Any other duties as agreed with Operations Manager.</p>	

How we work: Te Ara Wēteriana / The Wesley Way

Te Ara Wēteriana / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life.



TE ARA WĒTERIANA The Wesley Way

Te Ara Wēteriana brings out the best in people. The following principles guide all our engagements:



We give effect to these by:

Viewing people as experts of their lives	Using the Treaty of Waitangi as the base for our work	Calling out and challenging injustice	Seeking and using feedback to guide our relationships
Focusing more on what's working	Being as courageous as those we work alongside	Acknowledging our power and sharing this	Striving to be our best by being open to learning and new ideas

KĀORE MĀ TE WAHA ENGARI MĀ TE RINGA Don't tell me, show me



Pre-employment disclosure statement

As part of our final pre-employment we require you to answer the following questions.

Your full name:

Date:

Previous convictions	YES	NO
1. Have you ever been convicted of a criminal or driving offence? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there any criminal charges currently pending against you? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
2a. Are there any notifications regarding performance or practice on file about you with any previous employer? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any circumstance where you have had engagement with the police for any matter? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
Medical clearance		
4. Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any pre-existing medical/health or psychological conditions? Details if yes:	<input type="checkbox"/>	<input type="checkbox"/>
6. If the above condition/s impact on your ability to fulfil your role in any way (Q4&5) please provide us with an appropriate medical clearance from your health practitioner authorising you as fit for the purpose of the role.	YES	N/A
Declaration		
<ul style="list-style-type: none"> • I am legally entitled to work/volunteer in Aotearoa New Zealand. YES/NO • I give permission for my referees to be contacted. YES/NO • I give permission for my medical records to be accessed if requested. YES/NO • I have a full and clear driver licence I can produce for sighting. YES/NO • The information given in this application is factual and truthful. YES/NO 		
Signature	Date	

Please note: We rely on the accuracy of the information given to us. If it is later discovered that you have not fully disclosed all matters to us or that you have failed to disclose significant information, then the employer is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow.