

November 2020

*Kia ora*

Thank you for your registration of interest in the role of Whānau Worker with Wesley Community Action's Te Kākano / Family Start team.

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). This 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:

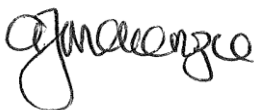
- a covering letter
- your CV
- the completed Pre-employment Disclosure Statement.

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](mailto:imacdonald@wesleyca.org.nz)  
**PO Box 9932**  
**Te Aro, Wellington 6141**  
**04 8050875**

Regards



Andrea McKenzie  
**Manager Operations**

## Position Description

### Whānau Worker – Te Kākano / Family Start

*The primary objective of this position is to work with whānau and children to deliver the Te Kākano / Family Start programme.*

*Te Kākano / Family Start is a child-centred, intensive home-visiting programme that focuses on improving children's growth and health, learning and relationships, family circumstances, environment and safety.*

*As a Whānau Worker with the Family Start programme you will work with whānau who are struggling with challenges or problems that may make it harder for them to care for their baby or young child.*

*You will model Wesley Community Action's values and approach, as expressed in Te Ara Wēteriana / The Wesley Way (see page 6).*

<b>Responsible to:</b>	Team Manager – Family Start
<b>Functional relationships with:</b>	<ul style="list-style-type: none"> <li>• Staff of Wesley Community Action</li> <li>• Whānau / family</li> <li>• Community health agencies</li> <li>• Early childhood educators</li> <li>• NZ Police</li> <li>• Work and Income</li> <li>• Oranga Tamariki</li> <li>• Other agencies and services</li> </ul>
<b>Hours:</b>	40 hours per week – 8.30am to 5pm, Monday to Friday with a 30-minute unpaid lunch break.
<b>Location:</b>	Te Kākano / Family Start office, Hagley Street, Porirua, though you may occasionally be required to work out of our Wellington or Kapiti offices.

## Key tasks and expected outcomes

Key tasks	Expected outcomes
Child and health development	<ul style="list-style-type: none"> <li>• Maintaining a clear focus on the children’s wellbeing, including the adequacy of care, their physical and emotional health and age-appropriate development.</li> <li>• Referring to and accessing other agencies where there is a concern for the child’s wellbeing and safety.</li> <li>• Modelling positive parent/child interaction and assisting in the development of good parent/child whānau relationships.</li> <li>• Ensuring the child is registered with a single general practitioner to ensure consistency of health care.</li> <li>• Assisting to gain access to health care for both the infant/child and mother/parent. This may include providing advice, support, encouragement and transport.</li> <li>• Providing whānau with advice and support in key areas related to child health goals, including smoking cessation, breast feeding, immunisations, hygiene care, and contraception.</li> </ul>
Social needs of the whānau	<ul style="list-style-type: none"> <li>• To provide whānau with access to financial and budgeting advice and on-going money management, advocacy and support to on-going budgeting advice.</li> <li>• Advocacy regarding housing issues where overcrowding is evident, housing is sub-standard and tenure is insecure.</li> <li>• Providing support, information and referrals for any legal matters including custody access, protection orders (Domestic Violence Act 1995), outstanding court matters, unpaid fines.</li> <li>• Referrals for issues of alcohol and drug abuse or other dependencies, domestic violence and mental health.</li> <li>• Promoting services and providing information and support which will help the parent(s) to increase their confidence and self-esteem, develop their skills, and improve their relationships.</li> <li>• To build resilience through the families’ strengths and capabilities. To assist families build and strengthen their own family whānau networks support and access to community networks.</li> </ul>
Childhood education development	<ul style="list-style-type: none"> <li>• To assist the parent(s) with advice and education on child development and age appropriate milestone activities.</li> <li>• To deliver the Family Start Parenting Resource in accordance with the philosophy, goals and core elements as detailed in the service specifications</li> </ul>

Whānau work practice	<ul style="list-style-type: none"> <li>• Attends regular supervision.</li> <li>• Attends team and organisational meetings as required.</li> <li>• Submits all reporting requirements on time as appropriate</li> <li>• Familiarises themselves with the Family Start manual</li> <li>• Is familiar with child, youth and family legislation.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Specific administration time is scheduled and committed to.</li> <li>• All reports are completed on time.</li> <li>• Family Start Data base is maintained and up to date.</li> <li>• Individual Family Plans are developed, reviewed and updated.</li> <li>• Supports Wesley practice frameworks including Te Ara Wetēriana (Wesley Way) and PCOMS. Tool is used and data input into data base as required.</li> <li>• Petty cash receipts are maintained.</li> </ul>
Promoting a strong team co-operative approach within the staff and the wider Community services team.	<ul style="list-style-type: none"> <li>• Staff have regular individual 'line management supervision' with Team Manager.</li> <li>• Staff attendance at all supervision sessions and staff meetings</li> <li>• Participation in Wesley core training.</li> <li>• Communicate any issues, complaints or incidents that may impact on service delivery, promptly to Team leader\manager.</li> <li>• Maintain open communication with community and whanau.</li> <li>• Role-modelling and leading by example positive ways of working together.</li> <li>• Ensure good lines of communication between Wellington office and (programme) personnel.</li> </ul>

**Any other duties as agreed to with the Manager Operations.**

## Abilities and ideal person specification

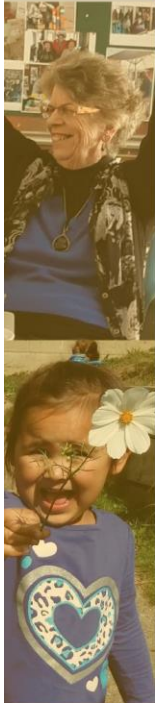
1. Relevant tertiary qualification and experience related to working with children and their whānau.
2. Outstanding rapport and relationship building skills.
3. An excellent understanding of social services/health/education environment and programmes that operate to support families/whānau Wellington wide.
4. Knowledge and understanding of issues impacting on families/whānau.
5. Proven experience in community consultation, planning and networking.
6. Highly developed computer skills.
7. Solid analytical and assessment skills.
8. A genuine passion for working alongside children and supporting whānau and families.
9. A commitment to positive social change that encompasses, a strength-based approach, applying the Treaty of Waitangi and holistic practices
10. Outstanding ability to work under pressure and meet deadlines.
11. Highly self-motivated.
12. Professional in presentation
13. Manages self-care needs competently.
14. A sense of humour.
15. Current, clean, full drivers licence.
16. Achieves full Police and OT clearance.

## 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 <b>medical clearance</b> from your health practitioner authorising you as fit for the purpose of the role.	YES	N/A
Declaration		
<ul style="list-style-type: none"> <li>• I am legally entitled to work/volunteer in Aotearoa New Zealand. YES/NO</li> <li>• I give permission for my referees to be contacted. YES/NO</li> <li>• I give permission for my medical records to be accessed if requested. YES/NO</li> <li>• I have a full and clear driver licence I can produce for sighting. YES/NO</li> <li>• The information given in this application is factual and truthful. YES/NO</li> </ul>		
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.