

September 2021

Kia ora

Thank you for your registration of interest in the role of Youth Mentor with Wesley Community Action's Te Waka Kotahi foster care team.

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

Please complete the Pre-employment Disclosure Statement on page 6 and return it with:

- your covering letter of application
- your CV
- the names of two referees (including your most recent employer).

Our learning at Wesley Community Action is that we – and you – need to ensure there is a good 'fit' between the type of person and management style we are looking for, and your skills and strengths.

This pack includes a copy of Te Wēteriana /The Wesley Way (page 5). 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 Wēteriana / The Wesley Way.

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

Mentor Support Worker, Te Waka Kotahi Foster Care Service

This is a part-time, paid, casual position which aims to provide support, guidance, safety and a positive role-model for a young person in the care of Te Waka Kotahi, our foster care service for young people aged 10 to 17.

The young person lives with a foster parent or, in some cases, in our group home, Te Whare Whakapakari, and will often have a history of trauma that impacts on their behaviours.

The young person needs to develop and experience a wide range of social and recreational activities in the community and the mentoring role is aimed at providing one-on-one support to achieve this.

The role involves supervising and monitoring the young person, while encouraging and enabling them to develop their self-confidence, self-esteem and pro-social life-skills.

This role will assist and support the primary caregivers to help the young person achieve their care plan objectives to their best potential and to work with others involved in achieving this aim.

Responsible to and reports to	<ul style="list-style-type: none"> • Team Manager Te Waka Kotahi • Specialist Social Worker
Functional relationships with	<ul style="list-style-type: none"> • Resident youth in care • One to One Primary Caregiver • Therapists/Special Education Service/Schools • Social Recreation/Activity programme Services and other significant individuals, agencies and institutions in the young person's life.
Hours	<ul style="list-style-type: none"> • Casual part-time as and when needed

Key tasks and expected outcomes

Key Tasks	Expected Outcomes
Development and maintenance of a positive and healthy relationship with the young person and their caregivers	<ul style="list-style-type: none"> • Young person and their caregivers feel comfortable and are able to work inclusively alongside you • Young person feels confident that their identified support needs will be met • Young person is supported in their cultural identity • The young person is respected in their emotional, spiritual and cultural needs and they are responded to in a safe and nurturing way.
That the young person's safety is paramount	<ul style="list-style-type: none"> • Young person's movements and activities are monitored and any threat of, or absconding, offending, self-harm, safety risk or injury is reported immediately*and due process is followed. <i>*(as per Risk Management Plan)</i> • That positive and clear communication is maintained with the primary caregivers and young person • That information related to or obtained in the course of working with the young person, remains confidential.
Supporting the young person outside the foster home environment to experience a wide range of developmentally and appropriate social and recreational activities	<ul style="list-style-type: none"> • Young person will develop self-esteem, confidence and opportunities for positive personal development • Young person will experience new skills • Young person will become involved in appropriate and safe in peer related activities • Young person will be supported to develop positive community-based relationships
To participate and to attend to any administration or best practice procedures of the programme	<ul style="list-style-type: none"> • Invoices or timesheets are sent to Wesley Wellington Head Office on a fortnightly basis immediately following the pay period. • That a written programme is developed and maintained with the young person alongside their caregiver which identifies the activities and objectives for Mentoring support. • That a brief written summary of social / recreational and leisure activities including strengths and development areas is completed if required for progress reviews
Mentoring, guiding and coaching positive personal interactions and interpersonal communication skills.	<ul style="list-style-type: none"> • Young person is supported to develop positive communication skills while involved in activities with others • Young person is supported to develop new skills through observation and experience • Young person is encouraged to develop healthy problem-solving skills
Any other duties as agreed to and negotiated with the Te Waka Kotahi Team Manager	

Ideal person specification – Casual Mentor

1. An excellent understanding of and ability to establish a rapport with young people
2. Exceptional communication and interpersonal skills including negotiation and conflict resolution.
3. Experience in working with young people, preferably those with challenging behaviours, and being able to make distinction between “behaviours” and the “person”.
4. A commitment to working within the Treaty of Waitangi, an understanding of the nature of partnership and the issues of bi-culturalism.
5. An ability to work as an advocate for young people.
6. An ability to challenge young people’s behaviours and attitudes, whilst continuing to support them.
7. A thorough awareness of safety issues including client safety and worker safety.
8. An ability to work effectively cross culturally.
9. A commitment to providing unconditional care
10. A sense of humour.
11. Current full driver’s license and own car
12. Sound written and oral communication skills.
13. A genuine interest in young people and an ability to relate with them using a variety of relational tools including humour, activity, trust and confidence building and strengths based and solution-focused strategies..

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.



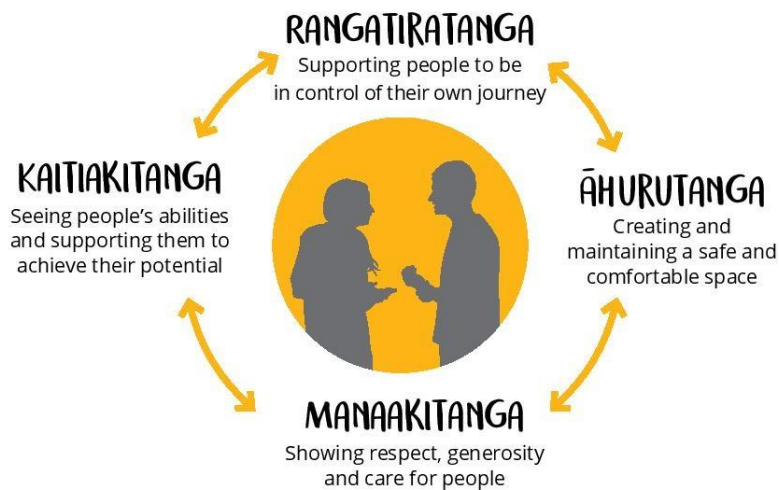
**Wesley
Community
Action**

community ■ compassion ■ change



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 whānau as experts in their own lives	Using Te Tiriti o Waitangi as the base for our mahi	Calling out and challenging injustice	Seeking and using feedback to guide our relationships
Focusing more on what's working	Being as courageous as the whānau we work alongside	Acknowledging our power and sharing this	Striving to be our best by being open to learning and new whakaaro

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 process we require you to answer the following questions.

1. Your full name:

Date:

Previous convictions	YES	NO
2. Have you ever been convicted of a criminal or driving offence? Full details if yes (use separate sheet if needed).....	2 Yes	2 NO
3A. Are there any criminal charges currently pending against you? Full details if yes (use separate sheet if needed)	3a YES	3a NO
3B. Have you been subject to any performance, employment, or disciplinary processes with any previous employer, or been dismissed from any role? (Include any/all processes even where no further action was required). If in doubt, please provide details. Full details if yes (use separate sheet if needed)	3b YES	3b NO
3C. Have you been the subject of any censure or suspension to your professional practice / certifications, of any type for any reason? If in doubt, please provide details. Full details if yes (use separate sheet if needed)	3c YES	3c NO
4. Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)? If in doubt, please provide details. Full details if yes (use separate sheet if needed).....	4 YES	4 NO
Medical / general wellbeing clearance		
5A. 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? If in doubt, please provide details as if answering 'yes'. Full details if yes (use separate sheet if needed)	5a YES	5a NO
5B. Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally? Full details if yes (use separate sheet if needed)	5b YES	5b NO
6A. Do you have any pre-existing medical/health or psychological conditions? Full details if yes (use separate sheet if needed)	6a YES	6a NO
6B. Do 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.	6b YES	6b NO
7A. Have you received your Covid vaccination? FIRST VACCINATION YES/NO SECOND VACCINATION YES/NO 7B. If not, do you intend to be vaccinated? 7C. If not, is this because of medical advice? 7D. I do wear face masks as required by public health guidelines. 7E. I have an official exemption from wearing a face covering and can provide evidence of this.	7a YES 7b YES 7c YES 7d YES 7e YES	7a NO 7b NO 7c NO 7d NO 7e NO
WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. <u>You are not obliged to disclose your vaccination status.</u> However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.		
Declaration		
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 license I can produce for sighting. YES/NO The information given in this application is factual and truthful. YES/NO		
Signed:	Dated:	

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. V.SEPT 2021 AJM