

November 2021

Kia ora

Thank you for your registration of interest in the role of Whānau Worker with Wesley Community Action's Mana Whānau programme.

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 9) and a copy of Te Ara Wēteriana / The Wesley Way (page 8). 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.

This role is pivotal to maintaining and further developing rigorous network relationships in the Wellington region and beyond, and leading best practice in working alongside families. We are looking for a highly self-motivated, skilled professional who has a genuine passion for children and social work with families. You will need the energy to match our team's!!

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

About Mana Whānau

Mana Whānau is an intensive in-home parenting support service, developed by Lifewise, our sister organisation, in Auckland. Wesley Community Action has provided this service since 2019. All referrals to Mana Whānau are received from Oranga Tamariki, who fund the service.

Mana Whānau works with families who are at imminent risk of having their children removed and placed into foster care, as well as those needing support to enable their children to return home. The service builds the capability of parents and whānau to provide safe nurturing care for their children. It does this by reducing stressors, increasing protective factors and working toward significant and sustainable parent-led goals. Our whānau workers engage with whānau using a whānau led, strengths based and solution focused approach.

The service differs from other approaches in that staff work intensively with whānau, in their homes, for up to six months. The aim is to support parents whose core capabilities are challenged by stress and trauma, helping them to identify and reduce those stressors. Our kaimahi work alongside parents, modelling and supporting strong and responsive relationships between children and parents. They also work with parents to identify, build and maintain whānau and community supports that enable longterm resilience.

Because Mana Whānau is whānau led, it looks different in every home - it is responsive to the priorities, skills, capabilities and culture of each whānau. Support is provided at the times whānau most need it and is designed, as far as possible, to fit in with their routines and structures. This requires kaimahi to have the flexibility for some early morning and evening work.

Position Description

Mana Whānau Intensive In-Home Parenting Support: Whānau Worker

The primary objectives of this position are:

- to address the risk of children being placed in Oranga Tamariki care, and
- to support the safe transition of children from foster care to the care of their whānau.

Responsible to:	Team Manager Mana Whānau
Important relationships with:	<ul style="list-style-type: none"> • Whānau/families • Mana Whānau team • General Manager • Practice Lead • Wesley staff • Wesley Leadership Team • Community health agencies • Early childhood educators • Work and Income • Oranga Tamariki • Other agencies and services
Hours:	Minimum 40 hours per week not including unpaid lunch – some out of office hours and weekend work is occasionally required, as negotiated on a case-by-case basis.
Location:	This position is based at our Porirua site, however Mana Whānau is available to whānau living in Porirua and Kāpiti. From time to time whānau workers may be required to work from another of our Wesley sites.

Who will thrive in this role?

The person who will thrive in this role:

Has the ability to engage with whānau, honouring their voices and ideas

- Is kind, compassionate, empathetic and non-judgemental
- Can quickly build effective and trusted relationships
- Is strength based and solution focussed
- Has the ability to identify barriers and gently challenge assumptions
- Can balance strengths and risks as part of safety planning

Is committed to a whānau-led approach

- Believes that with the right support, and resources, change is possible
- Is motivated to 'do what it takes' to support whānau to achieve their goals
- Is a reflective practitioner who is open to ideas, focussing on what works for whānau
- Understands the power of mistakes – actively learning from them to do better in the future
- Is willing and able to uphold the principles of Te Ara Weteriana, including using Te Tiriti o Waitangi as the basis for their work

Has experience in leading best practice case management

- Contributes to a supportive community by modelling mutual respect, transparency, consultation and by communicating clear expectations
- Confidently manages all professional interactions and communications to the highest standard
- Identifies and mitigates safety issues, including the safety of tamariki, whānau and kaimahi

Is clear thinking, wise and strategic

- Takes time to stand back and think about what is happening
- Sees the 'big picture' of where the organisation is going and contributes to strategic initiatives
- Enjoys meeting and mixing with a wide cross-section of people and has life experience appropriate to the role
- Has the ability to maintain professional boundaries and exercise self-care

Is an effective worker and communicator

- Writes and speaks simply and clearly
- Is an active and attentive listener
- Is confident with IT systems and opening to learning
- Is able to organise time and resources to maximise effect
- Has a current full driver's licence

Key tasks and expected outcomes

Key tasks	Expected outcomes
PRACTICE	<ul style="list-style-type: none"> • Genuinely and respectfully engages with whānau so they can be confident their worker is reliable, trustworthy and transparent • Works with whānau to develop plans that genuinely reflect their wishes and aspirations • Ensures whānau know they can make mistakes and learn from them • Regularly reflects on their own practice and the practice of the team as a whole • Ensures practice is authentically whānau-led – ‘nothing about whānau, without whānau’.
INFLUENCE	<ul style="list-style-type: none"> • Models positive parent/child interactions and supports the development of warm and nurturing relationships between children and their whānau • Provides whānau with advice and support in key areas related to their children’s physical and emotional wellbeing, and development • Supports parents to develop responses and routines that provide children with sense of consistency, security and structure • Facilitates referrals and supports whānau to access services, for their children, as required • Maintains effective lines of communication, in consultation with whānau, between Oranga Tamariki and Wesley • Role models and leads positive working relationships, among Wesley staff, within and between teams as well as with external agencies
ADVOCACY	<ul style="list-style-type: none"> • Provides whānau with access to financial and budgeting advice, advocacy and support • Advocates for whānau, providing advice and facilitating support, in relation to tenancy and legal matters, as required • Supports referrals for other problems as identified by whānau eg alcohol or other drugs, family violence, relationship or mental health problems • Supports whānau to identify, build and strengthen family/whānau and community networks • Builds resilience by utilising parent’s strengths and capabilities
SERVICE EXCELLENCE	<ul style="list-style-type: none"> • Attends and actively participates in regular clinical supervision • Attends and actively participates in team and staff meetings • Participates in relevant training and reflective practice sessions

	<ul style="list-style-type: none"> • Participates in Wesley's core and on-going staff training • Has an understanding of the work undertaken by other teams and actively collaborates with other Wesley staff • Promotes the activities of Wesley at key forums and events
CAPABILITY	<ul style="list-style-type: none"> • Ensures all reports are completed on time • Ensures the Mana Whānau database is regularly maintained and up to date • Ensures individual family/whānau plans are developed, regularly reviewed and updated • Promptly communicates any issues, complaints or incidents, that could impact on safety or service delivery, to Team Manager • Adheres to all Health and Safety protocols
TE TIRITI O WAITANGI	<ul style="list-style-type: none"> • Actively demonstrates a commitment to the principles of Te Tiriti o Waitangi, in all interactions with whānau and other kaimahi • Ensures the cultural and spiritual beliefs of whānau are respected and understood • Consults with Wesley's Tikanga Advisor, as required, in relation to any cultural issues
Any other duties as discussed and agreed with Team Manager	

Abilities and ideal person specification

1. Has a combination of life experience, work experience and/ or qualifications appropriate to this role
2. Has a genuine passion for working alongside children and supporting whānau and families
3. Has outstanding rapport and relationship building skills
4. Has a high standards of character, reliability and integrity
5. Has excellent written and oral communication skills
6. Has a good understanding of social services, health and education systems and other services available to support whānau in Porirua and/or Kāpiti
7. Has highly developed organisational, time management and computer skills
8. Has a commitment to positive social change that encompasses whānau-led practice, strength-based principles and a solution focussed approach
9. Has a commitment to applying the principles of Te Tiriti o Waitangi
10. Has the ability to negotiate and manage conflict, and a comprehensive knowledge of the issues that impact on tamariki and whānau, including health, addictions, relationship and social problems
11. Understands the impact of trauma and the importance of mitigating/eliminating toxic stressors to improve outcomes for tamariki and whānau
12. Has the ability to self-manage, to work effectively under pressure and to meet deadlines
13. Has a sense of humour
14. Has a current, clean, full drivers' licence
15. Can meet the requirements for Police and Oranga Tamariki checks
16. Is available, by negotiation, to work hours that fit with whānau needs
17. Is energetic, has well developed self-care strategies and is in good physical health
18. Is open to undertaking the process of registration, through the Social Worker's Registration Board, if required

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.



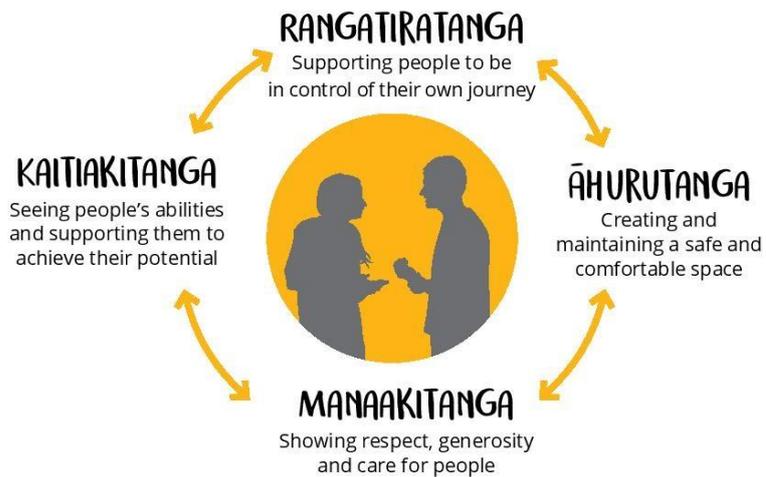
**Wesley
Community
Action**

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, please answer the following questions.

1. Your full name:

Date:

Previous convictions	YES	NO
<p>2. Have you ever been convicted of a criminal or driving offence? Full details if yes (use separate sheet if needed).....</p>	2 Yes	2 NO
<p>3A. Are there any criminal charges currently pending against you? Full details if yes (use separate sheet if needed)</p> <p>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)</p> <p>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)</p>	3a YES 3b YES 3c YES	3a NO 3b NO 3c NO
<p>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).....</p>	4 YES	4 NO
Medical / general wellbeing clearance		
<p>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)</p> <p>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)</p>	5a YES 5b YES	5a NO 5b NO
<p>6A. Do you have any pre-existing medical/health or psychological conditions? Full details if yes (use separate sheet if needed)</p> <p>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.</p>	6a YES 6b YES	6a NO 6b NO
<p>7A. Have you received your Covid vaccination? FIRST VACCINATION YES/NO SECOND VACCINATION YES/NO</p> <p>7B. If not, do you intend to be vaccinated?</p> <p>7C. If not, is this because of medical advice?</p> <p>7D. I do wear face masks as required by public health guidelines.</p> <p>7E. I have an official exemption from wearing a face covering and can provide evidence of this.</p> <p>Wesley 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.</p>	7a YES 7b YES 7c YES 7d YES 7e YES	7a NO 7b NO 7c NO 7d NO 7e NO
Declaration		
<p>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</p>		
<p>Signed:</p>	<p>Dated:</p>	

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