

February 2022

Kia ora

Thank you for your registration of interest in the role of full-time social worker 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.

The pack also includes a Pre-employment Disclosure Statement and a copy of Te Ara Wēteriana / The Wesley Way. 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 to outline your reasons for considering this role a good fit for you
- your CV with detail of previous employment
- the completed Pre-employment Disclosure Statement.

Covid / Vaccinations:

Under Lockdowns, Wesley was an approved Essential Service. Under the Covid Traffic Light System, Wesley continues to engage fully in its core business of working alongside those who experience vulnerability in some way. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in a service that works through lockdowns and traffic light protocols, we know we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccinations and boosters. Wesley Community Action has a mandatory vaccination policy for all its kaimahi. We would appreciate you completing the pre-engagement disclosure form in this application pack.

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
General Manager

Position Description

Social Work Te Waka Kotahi Foster Care

Wellington region – full time

This position will contribute best practice in a team of best practitioners who support the caring for and development of young people in our foster care service and who support the innovative and leading-edge social change initiatives of Wesley Community Action.

The person in this role will hold a small caseload in our foster care team.

The role entails working collaboratively across Wesley Community Action and the wider community to support effective outcomes, service delivery and advancement of the strategic direction of Wesley. They will support transparent communication between services and staff and will identify “risks”, opportunities, and innovative approaches.

S/he/they will support the wellbeing of young people in our care through ‘young person’-led case work and provide a key link with other government and community agencies ensuring good connections are made. They will model WCA’s values and unique approaches as expressed in Te Ara Wēteriana / The Wesley Way. These include a desire to give effect to Te Tiriti o Waitangi, and to staying current with new models that ensure resources are utilised in the most effective way.

S/he/they will provide back-up, on-call support during out of routine work hours on a paid and rostered/negotiated basis. This will be on a minimum 3-weekly 7-days-a-week rotation.

Responsible to:	Team Manager
Important relationships with:	<ul style="list-style-type: none"> • Lead Practitioner • Young people • Families and whānau of young people • Te Waka Kotahi team (foster parents/social workers/mentors/respice) • Significant other people in the lives of our young people • Government and community agencies linked to the well-being of young people • Other staff and management of Wesley Community Action
Hours:	<p>40 hours per week – Mon to Fri 8.30am to 5pm with half hour unpaid lunch included.</p> <p>Routine rostered on call duties – remunerated</p>
Location:	This role is located predominantly in Porirua however as negotiated with the Team Manager, may be required to work from Wellington or other WCA sites. Some travel may be required.

About Te Waka Kotahi

Our Te Waka Kotahi foster care programme provides therapeutic foster care and intensive social work to nurture and care for up to 11 young people aged 12 to 17 who are unable to live with their families.

They are in our care for up to 12 months. We support their positive development, while providing them with a stable and caring living environment, either in a one-to-one family setting with a foster parent in the foster parent's own home, or at our group home in Tawa.

Each young person is fully involved in all decisions regarding their care and future, and they set their own goals for their development (e.g. education, health, positive social networks, cultural identity, family/whānau contact).

Our team works alongside the young person and their family and whānau to help grow effective supports that address the challenges they face, and to enable them to achieve a lifestyle they seek and to enhance their relationships with their whānau and wider community.

Te Waka Kotahi creates an opportunity to develop a young person's potential through strengths-based practice that focuses on what is working and respond to the risks that threaten that potential.

Te Waka Kotahi is required to fulfil contractual obligations with the Ministry of Social Development. It is committed to maintaining a young people-led approach that helps sustain people.

Who will thrive in this role?

The person who will thrive in this role is someone who:

Has proven experience in leading best practice case management

- Ability to lead a cohesive community approach through trust, mutual respect, transparency, consultation, and communicating clear expectations
- Confidently manages all professional interactions and communications to maintain high performance
- Awareness of safety issues including Young People safety and worker safety

Is excited about our Mission and Style of working

- How person / community led approaches contribute to just communities and increase effectiveness
- Are open to 'pitch in' to get a job done
- Committed new approaches - applying PCOMS

Get results and is organised

- Is motivated to get the best results with the resources available
- Organises time and resources to maximise effect
- Understanding the power of mistakes – actively learns from them to do better next time
- Has a current full driver's license

Is relationship focused

- Understands that relationships matter – across all levels of the job
- Enjoys meeting and mixing with a wide cross-section of people.
- Ability to self reflect and exercise self care

Is a clear thinker

- Takes time to stand back and think about what is happening
- Sees the “big picture” of where the organisation is going while putting strategies into practice
- Has qualifications to demonstrate higher level thinking relevant to the work (justice, health, social service, social work, case management)

Values effective communication

- Writes, speaks well
- Listens
- Is open and confident using IT to support work

Key tasks and expected outcomes

Capability + Service Excellence + Innovation + Influence = **SUCCESS FORMULA**

Key Tasks	Expected Outcomes
<p>CAPABILITY:</p> <p>Ensure all Administration and support systems are being actively utilised and completed</p>	<ul style="list-style-type: none"> • All young people have plans that are driven by them and all goals are relevant to them and must reflect an 'exit' goal and process and a day programme. • All young people's whānau have plans that are driven by them and all goals are relevant to them and must reflect whānau led processes. • Active research is undertaken to ensure 'family whānau action is occurring, including research whakapapa and extended whānau links for each young person. • All plans are established within expected time frames and reviewed formally within expected time frames. • Plans are Young People led and include assessment of challenges and goals with appropriate supportive responses and accurately recorded and documented. • Effective advocacy occurs on behalf of Young Peoples to ensure that their needs, rights and interests are being addressed and promoted. • Facilitate a smooth and positive process for Young Peoples and where appropriate their whānau/families are aware of that process. • All files are up to date and accurate and reflect WCA;'s commitment to transparency and Young People owned recording. • All petty cash receipts are maintained and reconciled against budgets. • All internal and external reporting and feedback requirements are met and submitted on time. • Effective use of WCA assets and facilities occurs at all times including IT, Cell phone, Centralised databases, Electronic Calendars to ensure optimum efficiencies occur. • All contract and/or agreement 'service volumes' are maintained. Threats to this are identified early and advised to Team Manager. • Attendance and active contribution at all key WCA meetings, professional development trainings, clinical and line management/operational meetings occur. • Appropriate agencies are used to support the work of the service • Families and whānau are actively involved in all key areas of decision making and development of plans as is deemed appropriate and safe.

	<ul style="list-style-type: none"> • On-call duties are responsive and professional, and all foster parents feel confident they are being well supported.
<p>SERVICE EXCELLENCE: Contributes to an excellent team environment and actively promotes strengths-based approach and PCOMS.</p>	<ul style="list-style-type: none"> • Young People have a strong relationship with the worker and feels supported and understood by them. • Young People and/or key supports feel safe and respected within their relationship with the worker. • Where appropriate family/whānau and key supports are involved in the development of plans and feel engaged in the service. • Worker meets routinely in scheduled meetings with the Young People and Young People feels supported by this contact. • The PCOMS Outcome Rating Scale (ORS) and Session Rating Scale (SRS) are used to support ongoing Young People feedback throughout the relationship. • PCOMS data is input into ASIST/BON database. • Social work practice is shaped by the strengths-based framework, including PCOMS Young People Directed Outcome Informed work. • Issues that may impact on service delivery are communicated to the Team Manager. • Participate in community hui and share effective practice models with other community workers and WCA staff through the WCA community team meetings. • Staff owns a team business plan that maps tasks and responsibilities of the team and support the agency business plan. • Professional boundaries are adhered to by the worker. • Worker complies with current health and safety regulations and reporting. • Recognise and celebrate individual, team and organisational achievements. • Young Peoples have their physical, emotional, spiritual, cultural, and psychological needs acknowledged by the service • Knowledge of and attendance at key youth and/or care forums within the Wellington area occurs. • Positive and supportive relationships occur with key staff members at MSD OT. • Awareness of other organisations that contribute to the care and support of young people • Those organisations involved in the care and support of the Young People are aware of the plan and are informed of the bigger picture involving the Young People. • Information flow is both consistent and respectful of the Young People

	<ul style="list-style-type: none"> • Policies and procedures are adhered to. • An active commitment to applying the strength-based approach to work is evident • Relevant training and professional development is attended as per Wesley requirements. • A positive attitude towards guidance and/or correction is demonstrated • Demonstrates punctuality and reliability.
<p>INNOVATION: Worker critically reflects on practice and new ways of working</p>	<ul style="list-style-type: none"> • The worker ensures creative and innovative 'safe' strategies are explored and identified to support the Young People and/or key supports to respond to challenges which may include addiction, health and/or mental health issues. • The worker is engaged in service development ideas and communicates and expresses their ideas openly. • A capacity for flexibility and adaptability when addressing changing needs and priorities • Team members feel respected, with each person's contribution acknowledged • The strengths of a multi-disciplinary team are valued • Appropriate issues are raised within the team environment • Other team members feel supported to meet their obligations and the worker demonstrates a willingness to provide solution focus to the support of Young Peoples when staff is absent. • Other team members feel supported to meet their obligations
<p>INFLUENCE: Proactively manages key stakeholder relationships</p>	<ul style="list-style-type: none"> • Other groups and agencies including are aware of the service and its Young People base and are keen to work alongside us. • Young People is supported to develop the skills and confidence to access services independently. • The worker actively engages with community providers and attends relevant forums and participates in and promotes opportunities for cross agency interactions, sharing of expertise and knowledge in the best interest of Young Peoples. • Reporting requirements are accurate, on time and to the quality expected by Wesley and contracting agency. • Represents Wesley professionally at key forums. • Attend Wesley forums and are punctual, prepared and engaged. • The Team Manager is provided up to date knowledge of key people and organisations within the communities the worker is working. • The worker maintains a sound knowledge of the policy, legislation and trends impacting on our Young People group.

	<ul style="list-style-type: none"> • An understanding of the aging process and special needs of the elderly is demonstrated • Worker proactively develops relationships with key stakeholders and manages those in a routine and proactive way.
<p>Te Tiriti o Waitangi: Works from a bicultural base and relates to staff and Young Peoples within their cultural context</p>	<ul style="list-style-type: none"> • Young Peoples 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 Young Peoples and demonstrate commitment to Maori perspective as Tangata Whenua. • Te Ara Weteriana is used as a key framework when working alongside Māori – and others. • WCA Tikanga Advisor is consulted in any cultural issues • The Worker participates in appropriate cultural practices when with Young People.
<p>Contributes to the wider work of WCA</p>	<ul style="list-style-type: none"> • Demonstrates an understanding and knowledge of the work of all teams within WCA • Promotes the activities of WCA to key forums and at key events. • Works actively to collaborate with other WCA services.
<p>And any other duties as agreed to with the Team Manager</p>	

Abilities and ideal person specification

1. Be a NZ recognised degree qualified and registered social worker.
2. Well-developed experience in social work case management.
3. Extensive experience working with vulnerable adolescents, preferably in a social work or youth work role and an excellent understanding of and ability to establish a rapport with youth and their families and whānau.
4. Proven ability to negotiate and manage conflict well and have comprehensive knowledge of the issues that impact on vulnerable young people going through the care system, including health, addictions, education, family system and social issues.
5. Knowledge of social service's provided by government and non-government agencies in the local community.
6. Demonstrated ability to develop youth led individual goals and plans to a very high standard and professional written and oral communication skills, organisational and time management skills.
7. A commitment to working within the Treaty of Waitangi, an understanding of the nature of partnership and the issues of bi-cultural relationships.
8. A valid full driver's license.
9. Ability to work responsibly and confidently and able to self-manage competently.
10. A demonstrated ability to work within the principles of Best Practice and Strength Based Practice and a commitment to working within the "Wesley Way"
11. Achieves full Police and CYF vetting clearance.
12. Demonstrate commitment to ongoing professional development.
13. Commitment to using PCOMS framework to support best outcomes for Young People
14. Well-developed computer and IT, technical skills.
15. A sense of humour.
16. Always presents a professional appearance and character

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 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 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 BOOSTER VACCINATION YES/NO		
7B. If not, do you intend to be vaccinated?	7b YES	7b NO
7C. If not, is this because of medical advice?	7c YES	7c NO
7D. I do wear face masks as required by public health guidelines.	7d YES	7d NO
7E. I have an official exemption from wearing a face covering and can provide evidence of this. 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.	7e YES	7e NO
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.JAN 2022 AJM