

February 2022

Kia ora

Thank you for your registration of interest in the role of House Parent with Wesley Community Action's Te Waka Kotahi 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.

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. Wesley Community Action has a mandatory vaccination policy for all its staff. You may be required to support whānau during Covid lockdowns. If you have any concerns regarding this, please advise us of this immediately.

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: House Parent

This is a full-time position based at Te Whare Whakapakari, our group home in Tawa.

The primary objective of the role is to provide nurture, care, supervision and support for up to 3 young people who have been referred to Wesley Community Action with high levels of need, within the environment of the group home on a 24-hour, live-in basis.

You will support the young people to experience good parenting and feel cared for and safe and to develop to the best of their potential. You will play a key role in a team approach to caring for these young people.

You will receive outstanding support from us in the way of on-call, supervision and training.

Responsible and Reports to: Team Leader

Functional relationships with:

- Young people
- Youth worker
- Social worker
- Whānau/Family of young people
- Oranga Tamariki Social Workers
- Therapists/Special Education Service/Schools and significant other individuals, agencies and institutions in resident's lives.

Location: Te Whare Whakapakari, our group home in Tawa.

Responsible for:

Key tasks	Expected outcomes
Development and maintenance of a positive and healthy relationship with the young person	<ul style="list-style-type: none"> • Young person feels comfortable and able to work alongside you. • Young person feels confident that their needs will be met. • You will be available and accessible at all times as the first point of contact to respond to any issue or incident that may arise regarding the young people. • Young people feel able and are able to contact you at any time. • Young person is supported in their culture and in exploring their histories. • Young people experience parenting that relies on best practice. • That appropriate language and tone of voice is used to and around a young person. • Young persons safety is paramount, their movements are monitored and any absconding, offending, self harm or injury is reported immediately to social worker and due process is followed. • Young person is respected and their emotional, spiritual and cultural needs are responded to in a safe, nurturing and supportive way.
Development and maintenance of a positive relationship with Whānau/Family of young person	<ul style="list-style-type: none"> • Whānau/Family feel comfortable with you and welcomed by you. • Team Leader is consulted with and advised of critical incidents. • Whānau/Family are confident that their young person is receiving the best care.
Monitoring of programmes within and outside the group home to ensure that young person is working towards their goals	<ul style="list-style-type: none"> • Support the careplan and day programme of the young people. • Staff are regularly updated on young persons progress and any challenges that arise. • Ensuring young person attends their meeting commitments, school, day programme, therapy etc. • Provide any initial supervision on site of programme in order to settle the young person into the activity/programme.
Contribute towards the maintenance of a co-operative Community Services team and a positive environment for young people.	<ul style="list-style-type: none"> • Attendance at all supervision sessions. • Attendance at all team meetings. • Attendance at Connect and Wider Community team meetings. • Participation in on-going staff training occurs.

<p>To motivate the young person and share interests and activities.</p>	<ul style="list-style-type: none"> • Young person is encouraged/supported to pursue interests. • Young person is actively occupied and supervised and monitored at all times. • Young person feels comfortable and supported in participation in activities
<p>To be involved in the day to day tasks, guiding, modelling and motivating the residents in these tasks.</p>	<ul style="list-style-type: none"> • The young persons living environment is safe. • Young person is shown appropriate parental role modelling and feels nurtured and supported. • Young person is supported to contribute to household routine and hygiene processes. • Each young person’s daily schedule is compatible with their Individual Care Plan. • The home is clean and tidy and young person maintains a healthy nutritional diet. • Provide appropriate gender role modelling. • Young person is supported in healthy living. • You maintain a smokefree living environment.
<p>To participate in daily administrative procedures of the group home programme, including petty cash, purchasing food, clothing and incidentals.</p>	<ul style="list-style-type: none"> • Petty cash accounting is accurate and receipts supplied. • There is sufficient and appropriate clothing for the young person. • There is sufficient food for the young person. • Daily journal and appointment diary is completed. • Detail regarding medication administration, serious incident, injury or issue regarding young people is recorded and communicated to social worker.
<p>To communicate any changes in agreed living circumstances to social worker in order to maintain the security and stability of the group home environment</p>	<ul style="list-style-type: none"> • Any significant change in the daily and routine relationships within the home are communicated to the team. • Any incidents, circumstances or issues that arise that may affect the stability of the home environment or impact on routine of young person, are communicated as soon as possible to team leader. May include financial stress, family bereavement, relationship breakdown, situational crisis, visitors, health issues etc. • All frequent visitors over the age of 17 years, staff are made aware of and are CYFS vetted and have police clearance. • Any person providing short term or temporary care respite for young people must be approved as noted above, and authorised in prior consultation with staff i.e. family members, partners, child minders.

Any other duties as agreed with the team leader

Ideal person specification – House Parent

1. An excellent understanding of and ability to establish a rapport with young people, exceptional communication and interpersonal skills including negotiation and conflict resolution.
2. Experience in working with young people, preferably those with challenging behaviours, and being able to make distinction between “behaviours” and the “person”.
3. A core belief that ‘positive change’ and ‘growth’ is possible in spite of great challenge.
4. Knowledge of the effects of abuse along with knowledge of domestic violence, mental health and alcohol and drug abuse.
5. Sensitivity to other cultures.
6. A commitment to working within the Treaty of Waitangi, an understanding of the nature of partnership and the issues of bi-culturalism.
7. An ability to work as an advocate for young people.
8. An ability to challenge young peoples behaviours and attitudes, whilst continuing to support them.
9. A thorough awareness of safety issues including client safety and worker safety.
10. An ability to work effectively cross culturally.
11. A commitment to providing unconditional care
12. Be free of responsibilities for young children in the home environment
13. A sense of humour.
14. Current, clean, full drivers license.
15. Sound written and oral communication skills.
16. Will participate in training provided by or recommended by Wesley Community Action.
17. An ability to work in a self motivated way that compliments the ‘team’ approach within our service.

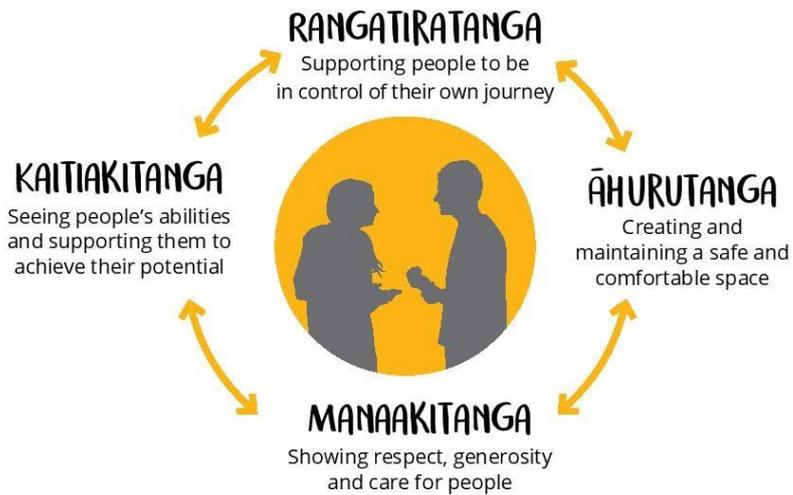
How we work: Te Ara Wēteriana / The Wesley Way

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 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 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