

November, 2022

Kia ora

Thank you for your registration of interest in the role as Team Manager with our Te Kāhano / Family Start team. This position is located in Porirua.

This pack includes what you need to know about this position and about working for Wesley Community Action. I have included a copy of Te Ara Wēteri / The Wesley Way (page 7). This is critical for all of us as it explains how we interact with each other and with those we work alongside. I want to highlight that we are on a journey to becoming a kaupapa te Tiriti organisation. This means we are all learning how to give effect to matauranga Māori across our work and our operations.

Wesley Community Action strongly encourages kaimahi to maintain their full Covid 19 vaccination status and would support mandatory vaccination should the situation change again.

How to apply

If you wish to apply for this position, please send us:

- A cover letter outlining the reasons why you think this role is a good fit for you
- Your CV with details of previous employment
- The completed Pre-employment Disclosure Statement (page 8)

Please send your application to:

Isabel Macdonald

imacdonald@wesleyca.org.nz

PO Box 9932, Te Aro, Wellington 6141

04 8050875

Thank you for your interest in this role. We look forward to receiving your application.

Regards



Andrea McKenzie
General Manager

Position description

Team Manager – Te Kākano / Family Start

Wesley Community Action (Wēteri) is committed to becoming a kaupapa te Tiriti organisation. We believe in the power of the Community, we are motivated by Compassion, and we seek lasting transformative Change.

Te Kākano / Family Start is a child-centred, whānau-led, intensive home-visiting programme that focuses on improving children’s growth and health, learning and relationships, family / whānau circumstances, environment and safety, and reducing the number of children going into care. We do this through a whānau-led approach.

Te Kākano / Family Start believes whānau are an equal part of the solution and we support them to find their own answers.

This position is responsible for developing, implementing, and managing operational systems for the Family Start programme – supporting up to 12 kaimahi and up to 172 Māori and other family / whānau in Porirua, Kāpiti and Wellington. They will have transparent lines of communication with the General Manager.

This person will model Wesley Community Action’s values and approach, as expressed in Te Ara Wēteri / The Wesley Way (included in this pack).

Responsible to and reports to	General Manager
Functional relationships with	<ul style="list-style-type: none"> • Te Kākano / Family Start kaimahi / staff (whānau workers) • Kaimahi / staff of Wesley Community Action • Wider leadership team of Wesley Community Action • Key kaimahi / staff of Oranga Tamariki / Ministry of Social Development • Referral agencies • Whānau and significant other individuals and agencies in whānau lives.
Hours	40 hours per week
Location	6 Hagley Street, Porirua

Who will thrive in this role?

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

Has proven experience in leading and management

- Ability to lead a cohesive collaborative approach through trust, mutual respect, transparency, consultation, and communicating clear expectations

Has expertise in child development and social work

- A recognised qualification in social work or equivalent and is SWRB registered.
- A commitment to child centred and whānau-led approaches.
- A thorough awareness of safety issues including client safety and worker safety, particularly regarding issues of child safety.

Is excited about our style of working

- Believes in client-centred and community-led approaches that contribute to just, caring and resilient communities
- Open to 'pitching in' to get a job done
- Strong commitment to working toward becoming a kaupapa te Tiriti organisation
- Values align with Te Ara Wēteri – The Wesley Way

Gets results and is organised

- Is motivated to get the best results with the resources available
- Organises time and resources effectively and efficiently
- Has a full driver's licence and can efficiently plan community visits across a wide area

Is relationship focused

- Understands that relationships matter – across all levels of the organisation and with the communities we work with.
- Understands the power of mistakes – an active learner who engages well in feedback.
- A sound knowledge of local provider networks and how to sustain them.

Is a clear thinker

- Takes time to stand back and think about what is happening
- Demonstrates high-level thinking relevant to effecting social change

Values effective communication

- Writes clearly and concisely and speaks with courage on behalf of whānau and others
- Listens for gaps in information and uses facts and context effectively to support collaborative decision making.

Key tasks and expected outcomes

Key tasks	Expected outcomes
Administration and management	<ul style="list-style-type: none"> • Always provides the highest standards of professional leadership both internally and externally. • Day-to-day oversight of Te Kākano / Family Start service ensuring effective and efficient maintenance of the assets and facilities. • Maintains daily administrative procedures and manages the service within budget and completes all reporting on time. • Ensures contracted volumes are achieved and maintained. • Ensures the facility and users comply with current health and safety regulations and reporting. • Represents Wesley at key Family Start forums. • Family Start kaimahi / staff represent Wesley professionally both internally and externally. • Role models the highest standards of punctuality, professionalism, integrity, and transparency always.
Effective and efficient communication and support systems occur to deliver Family / whānau Start.	<ul style="list-style-type: none"> • Proactively manages engagement with referrers to ensure referral numbers are maintained at optimum levels at all times. • Proactively identifies any relationship issues with referrers and always work to resolve these respectfully and promptly. • Proactively monitors the data-input levels of kaimahi / staff data regarding FS Net (Family Start data base) and ensure tasks and responsibilities are completed on time and to the required standard. • Proactively identifies issues in the team or in the service and communicate to General Manager promptly. • Regularly monitors task progress against whānau worker plans in line sessions. • Monitors and manages kaimahi / staff performance issues promptly, respectfully, and bravely and communicate issues to General Manager promptly. • All kaimahi / staff have professional development plans with measurable goals • Ensures professional boundaries are adhered to by all kaimahi / staff • Identifies practice issues and informs Practice Manger.
Supports and encourages an excellent team environment and actively promotes a strengths-based approach across all aspects of Te Kākano / Family Start and	<ul style="list-style-type: none"> • Critically reflects on practice and strengths-based ways of working are regularly facilitated with the team. • Kaimahi / staff feel supported by you and confident that difficult and complex situations are managed competently to

family / whānau engaging in Family Start.	<p>achieve important objectives and you can maintain positive relationships even in difficult situations.</p> <ul style="list-style-type: none"> • Caseloads are covered during kaimahi / staff absences. • Communicates clear expectations and help others to develop and express their own ideas openly. • Available to kaimahi / staff and always responsive to questions and concerns on a non-defensive way.
Works from a bicultural base and relates to kaimahi / staff and clients within their cultural context.	<ul style="list-style-type: none"> • Family/Whānau feel valued, and their diversity is celebrated. • Te Tiriti o Waitangi and Māori perspectives are actively demonstrated in all interactions with whānau and demonstrate commitment to a Māori perspective as tangata whenua. • Wesley Pou Tikanga (cultural Advisor) is consulted on key issues or questions. • Kaimahi / staff are supported to participate in appropriate cultural practices when with family / whānau.
Kaimahi / staff are in place.	<ul style="list-style-type: none"> • Conducts routine weekly sessions with individual kaimahi /staff and uses this structured time to ensure kaimahi / staff are delivering the programme safely and of a high standard. • Discusses at case supervision with kaimahi / staff: <ul style="list-style-type: none"> • Home visits • Child safety tools • Date and approve safety plans • Give guidance and advice if safety concerns are high. • Discuss and sign off IFP reviews • Professional support • Case management outputs are reviewed against key programme deliverables.
Supports kaimahi / staff to develop and implement goal-centred plans for the wellbeing of child and family / whānau/whānau	<ul style="list-style-type: none"> • Completes initial assessment or delegates responsibility for all new whānau referred to Family / whānau Start and allocates 'accepted' referrals to kaimahi / staff subject to case load and intensity levels. • Kaimahi / staff create family / whānau plans that support whānau with realistic and measurable goals. • All Family / whānau Plans are signed off. • All Family / whānau Plans are reviewed and up-dated regularly. • Ensures kaimahi / staff are providing families with appropriate regular information on child development and parenting practices.

	<ul style="list-style-type: none"> • Monitors effectiveness of Family / whānau Plans with kaimahi / staff and communicates trends to the General Manager. • Makes recommendations to the General Manager regarding changes to Family / whānau plan processes to support improved Family / whānau Start outcomes.
<p>Contributes towards the maintenance of a co-operative Family Start and Wesley team and a positive environment for whānau.</p>	<ul style="list-style-type: none"> • Proactively engages with community providers, attend relevant forums, and participate in and promotes opportunities for cross agency interactions, sharing of expertise and knowledge and keeps General Manager fully informed on developments. • Attends all supervision sessions. • Attends all case plan meetings. • Participates in kaimahi / staff training as relevant.

Any other duties as agreed to with the General Manager Wesley Community Action.

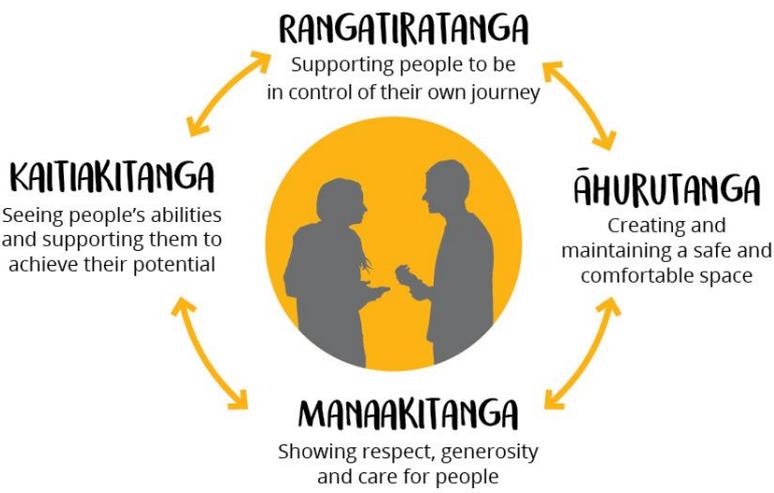
How we work: Te Ara Wēteri / The Wesley Way

Te Ara Wēteri / 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 WĒTERI The Wesley Way

Te Ara Wēteri 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 and restriction levels, 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