

February, 2023

Kia ora

Thank you for your registration of interest in the role as Team Manager with Te Kāhano. 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 – Mana Whānau*)

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 delivers two services, Family Start and Mana Whānau, which support families to be safe and healthy places for their tamariki. Both these services are whānau-led, with kaimahi working in people's homes and focusing on improving children's growth and health, learning and relationships and family / whānau circumstances.

Family Start involves a set number of home visits, requires kaimahi to share an educational component and works with families over the short or long term. Mana Whānau is much more intensive, with kaimahi carrying a maximum caseload of two whānau, working closely alongside them for six months.

The kaimahi in Te Kākano believe whānau are an essential part of the solution and support them to find their own answers.

The team manager is responsible for managing both teams of kaimahi and supporting the ongoing development of the two services to ensure whānau are achieving their goals, and funders are informed and supportive.

Family Start consists of up to 12 kaimahi working with up to 172 Māori and other family / whānau in Porirua, Kāpiti and Wellington. Mana Whānau has four kaimahi working in Porirua and Kāpiti, with up to 12 whānau over a year.

The Team Manager – Te Kakano provides a key link between these two services and the wider initiatives of Wesley Community Action and models 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"> • Family Start / Mana Whānau kaimahi / staff (whānau workers and supervisors) • Practice Lead and Kaitiaki • Kaimahi across Wesley Community Action • Wider leadership team across Wesley Community Action • Key kaimahi in Oranga Tamariki / Ministry of Social Development • Referral agencies / community organisations • Whānau and other significant 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 whānau / community-led approaches that contribute to just, caring and resilient communities
- Is open to 'pitching in' to get a job done.
- Has a strong commitment to working toward becoming a kaupapa te Tiriti organisation.
- Has values aligned 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 – is an active learner who engages well with feedback.
- Has 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
Supports kaimahi in their work, enabling Te Kākano whānau to keep their children safe.	<ul style="list-style-type: none"> • Conducts regular sessions with individual kaimahi and uses this structured time to ensure they are delivering the programme safely and to a high standard. • Uses case supervision with kaimahi to discuss: <ul style="list-style-type: none"> • Home visits • Child safety tools • Safety guidance, safety plans and reviews. • Child Family Plan reviews • Programme fidelity • Professional support • Reviews case management outputs against key programme deliverables. • Monitors and manages kaimahi performance issues promptly, respectfully, and bravely and communicates any issues to General Manager. • Ensures all kaimahi have professional development plans with measurable goals. • Ensures professional boundaries are adhered to by all kaimahi
Supports and encourages an environment that actively promotes a strengths-based approach across all aspects of Te Kākano mahi.	<ul style="list-style-type: none"> • Critically reflects on practice so that strengths-based ways of working are supported within both teams. • Engages the Practice Lead and Kaitiaki to work collaboratively on ways to strengthen practice across the teams. • Ensures kaimahi feel supported and are able to competently manage difficult and complex situations to achieve objectives. • Ensures caseloads are covered during kaimahi absences. • Communicates clear expectations and helps others to develop and express their own ideas openly. • Is available to kaimahi and responds to questions and concerns in a non-defensive way.
Ensures proactive management and administration	<ul style="list-style-type: none"> • Provides day-to-day oversight of Te Kākano teams (Family Start, Mana Whānau), 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 the facility and users comply with current health and safety regulations and reporting. • Role models high standards of punctuality, professionalism, integrity, and transparency.

	<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 referrer relationship issues and works to resolve these respectfully and promptly. • Proactively monitors the data input levels in FS Net (Family Start data base) and ensure tasks and responsibilities are completed on time and to the required standard. • Proactively identifies issues in both Te Kākano teams/services and communicates these to the General Manager promptly.
<p>Works from a bicultural base and relates to kaimahi and clients within their cultural context.</p>	<ul style="list-style-type: none"> • Works to support family/whānau to feel valued, knowing their diversity is celebrated. • Actively demonstrates practice that is based on Te Tiriti o Waitangi and Māori perspectives • Demonstrates a commitment to tikanga Māori. • Establishes constructive working relationships with Toa Te Roopu Āwhina , and Ngāti Toa Rangatira that help facilitate and support partnerships in the community • Includes our Pou Tikanga (Cultural Advisor) on key issues or questions. • Supports kaimahi to participate in appropriate cultural practices in working with family / whānau.
<p>Supports kaimahi to develop and implement whānau led plans for the wellbeing of child and family / whānau</p>	<ul style="list-style-type: none"> • Completes (or delegates responsibility for completing) initial assessments for all new whānau referred to Family Start / Mana Whānau • Allocates ‘accepted’ referrals to kaimahi, subject to case load and intensity levels. • Ensures kaimahi create family / whānau plans that support whānau with realistic and measurable goals. • Liaises with Mana Whānau supervisor to ensure all Three-Way Agreements, Progress Reports and other significant documents are signed off. • Ensures all family / whānau plans are reviewed and up-dated regularly. • Ensures kaimahi are providing families with appropriate and regular information on child development and parenting practices. • Monitors effectiveness of family / whānau plans with kaimahi and communicates trends to the General Manager.
<p>Contributes to the maintenance of a co-operative Te Kākano team and a positive environment for all</p>	<ul style="list-style-type: none"> • Proactively engages with community providers, attends relevant forums, and participates in/promotes opportunities for cross agency interactions, sharing expertise and

<p>kaimahi, across Wesley and the community</p>	<p>knowledge and keeping the General Manager fully informed on developments.</p> <ul style="list-style-type: none"> • Attends all supervision sessions. • Attends all case plan meetings. • Participates in kaimahi training as relevant.
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Any other duties as agreed to with the General Manager Wesley Community Action.

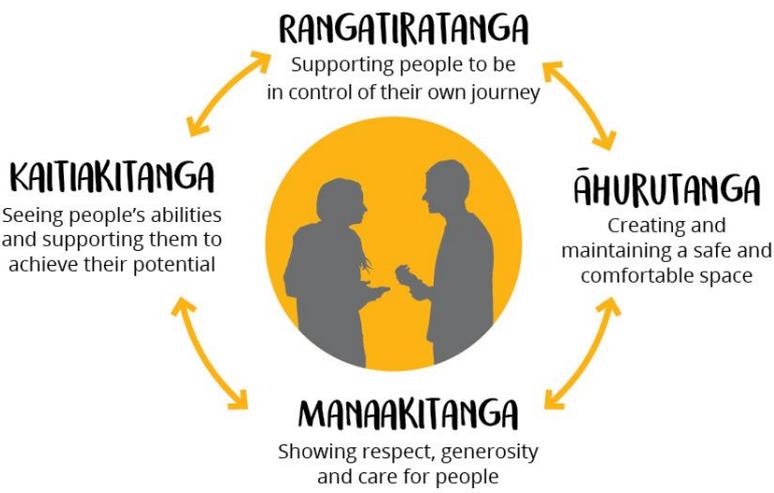
How we work: Te Ara Wēteri / The Wesley Way

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