



Family Start West Coast/Buller
Tai Poutini Whānau Po Kite Ata Trust

PO Box 361,
Greymouth, 7805
Telephone: (03) 768 6868
admin@familystart.co.nz
www.familystart.co.nz

Position Description: Whānau Worker

Department: Family Start, Reports to: Manager

Family Start West Coast/Buller Mission:

Aroha – through compassion and sharing we inspire hope, harmony and growth.

Family Start West Coast/Buller Vision:

With aroha and respect, we will walk beside our whānau [and community]. Sowing seeds of knowledge which cultivate and nurture an emotional relationship between whānau and pēpē, ensuring all tamariki have an opportunity to thrive and develop a strong foundation toward building their sense of belonging and wairua.

Family Start West Coast/Buller Values:

Our work is guided by our commitment to:

- **Relationships** – we recognise relationships as the foundation to encourage change, and work collaboratively with our communities in a respectful, meaningful manner
- **Advocacy** – together we give voice for fairness and equity, enabling courageous and positive change
- **Professionalism** – we share our knowledge with integrity; being responsive, adaptable and committed in supporting our communities

Purpose of the Position

To deliver the Family Start service to whānau. Family start is an intensive whānau support, home visiting service for those with challenging life situations.

The key result for whānau is to support their overall functioning in a wide range of areas, spanning child and whānau health and wellbeing. These areas include: child health and safety, child abuse, parenting skills, parental physical and mental health, educational and economic wellbeing and positive relationships.

Functional relationships

Positive professional relationships with Family Start staff members and Tai Poutini Whānau Po Kite Ata Trust Board members, and the wider cross sector community are pivotal to the achievement of whānau goals:

- Manager
- Office Manager
- Kaimahi employed by Tai Poutini Whānau Po Kite ata Trust
- Contractors and Providers performing services for Tai Poutini Whānau Po Kite ata Trust
- Board Members
- External Agencies/Stakeholders

Principal Accountabilities

- Relationships with children and their families/whānau
- Integration of the Parenting Resource
- Assessment
- Planning and Intervention
- Advocacy
- Networking
- Training and Development
- Team Participation

Key Objectives/Outcomes

Relationships with Children and their Families/Whānau

To establish and maintain supportive, effective, professional working relationships with client whānau.

To establish and maintain effective working relationships with referring agencies and local service providers.

- Rapport is built and a sound foundation for development of individual whānau plans is established.
- Appropriate professional boundaries are maintained.
- A clear focus on child wellbeing and safety is maintained.
- Advocate for clients and access services necessary for the achievement of whānau goals

Assessment

To carry out needs assessments in accordance with contract requirements.

- Collaborative, inclusive process
- Presenting needs determined and prioritised by whānau and kaimahi
- Existing strengths and capacity of whānau identified
- Needs Assessment completed based on Family Start assessment tools including:
 - Impact on safety and wellbeing
 - Imminent risk factors;
 - Barriers;
 - Needs to be addressed by Family Start
 - Needs to be addressed by another agency
 - Needs requiring intervention by other agencies
- Intensity level determined in conjunction with Manager

Planning and Intervention

To develop, review and monitor whānau plans in conjunction with contract requirements

- Whānau Plans address a broad spectrum of needs and are:
 - Realistic;
 - Partnership based;
 - Simple;
 - Achievable;
 - Action oriented
- The need for crisis intervention is assessed on an ongoing basis, particularly in regard to safety and welfare of the child and/or children in the whānau.
- Effective crisis management, including supervision and support for decision-making.
- Plans provide the basis to increase whānau capacity to give their children the best possible start in life.
- Plans are completed in conjunction with the whānau.
- Plans take into account the cultural needs of the whānau.
- Plans reflect and build on the strengths of the whānau.

Supervision

To prepare for and attend clinical and administrative supervision.

- Supervision sessions are undertaken in accordance with TPWPKAT policy and Family Start requirements.
- All practice is based on sound, safe and current practice methods, theories and models which are appropriate to the needs of the whānau, the ability of the kaimahi, and the values and beliefs of the service.
- Caseloads, client contact hours and whānau plans monitored and reviewed as per Family Start requirements.
- Specific case problems are addressed.
- Services are delivered in accordance with TPWPKAT and Family Start values, principles, policies and procedures.
- Risks of professional burnout, dependency by clients, and kaimahi role confusion monitored and addressed.
- Kaimahi display a clear understanding of their role, associated risks and professional boundaries.
- Kaimahi are aware of and understand care and protection issues and policy.
- Positive, professional kaimahi-whānau relationships
- Monthly External Supervision will be offered to ensure clinical aspects of supervision are undertaken.

Organisational

To ensure records are maintained in accordance with TPWPKAT policy and Family Start contract.

To assist and support the Family Start Manager in promotional activities and the development of networks with key stakeholders/agencies.

- All work pertaining to Family Start is properly documented, and the service practically demonstrates that it meets and maintains required standards.
- Effective consultation and positive relationships with referral agencies and within the local community.

Personal Professional Development

To demonstrate a commitment to personal professional development.

- Educational and personal development needs are determined and linked to the key tasks of the position.
- Participate in any in-house training as required
- Professional learning plan/goals are developed in conjunction with the Manager.
- Up to date with professional issues in the Family Start sectors.

- Information and knowledge is shared with other members of the team to improve service provision.
- Participates in performance management processes relative to the position.

Other Duties

To carry out any other duties consistent with the requirements of the position, in consultation with the Manager

- Other tasks and duties, which may be required from time to time, undertaken co-operatively and with commitment.

Essential Requirements for the position

- The appointee will hold a clean, current full New Zealand driver's licence
- The appointee will have a clean criminal record and pass a standard police vetting process
- Holds a Level 7 tertiary qualification or working towards a relevant level 7 tertiary qualification
- Working knowledge of relevant legislation

Remuneration and Employment

Remuneration is based on the PSA Pay equity settlement commencing 01 July 2023. To be eligible for PSA Pay equity rates, whānau workers must be working towards Social Work Registration or towards a relevant level 7 tertiary qualification.

Agreement

I have read and agree to my position description outlined above.

Name:

Signature:

Date: