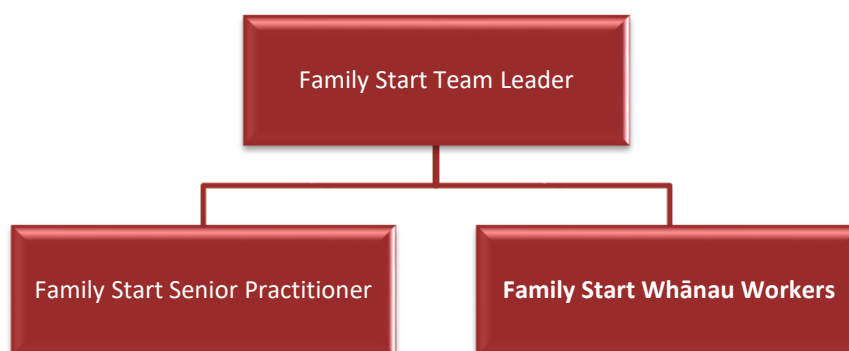


RAUKAWA CHARITABLE TRUST

Position Description

POSITION TITLE	Family Start Whānau Worker
LOCATION	Raukawa Takiwā
REPORTS TO	Team Leader: Family Start
PURPOSE OF POSITION	Assisting whānau with children aged between 0 – 3years old to build and strengthen their whānau and community support networks.
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi
VALUES	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

- None

RELATIONSHIPS

Internal

- Tiwai Hauora Senior Leadership Team
- Family Start Team Leader
- Family Start Senior Practitioner
- RCT Staff
- Raukawa Uri and Marae
- Trustees

External

- Other Iwi
- Stakeholders
- Funding agencies
- Government agencies
- Local government agencies

AUTHORITIES

Area	Authority Level
None	

KEY ACCOUNTABILITY

New Clients

- Network with internal and external stakeholders to generate referrals for the service.

PERFORMANCE GOALS

- Families whose social and family circumstances may put at risk good health, education and welfare outcomes for children are identified.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> Identify at risk families. 	<ul style="list-style-type: none"> Family Start service within the service delivery area is promoted.
Support <ul style="list-style-type: none"> Provide intensive home visiting and work with families with the greatest needs to build their strength and capacity to ensure that their children have the best possible start in life. Work with and support clients/whānau to explore new approaches to long term circumstances and process and have a clearly documented plan of action. Improve the life outcomes for children (0-3years) and families whose social and family circumstances put their health, education and welfare outcomes at risk. 	<ul style="list-style-type: none"> Clients and their needs are made the primary focus of one's actions; developing and sustaining productive client relationships. The Parenting Resource is used to highlight the developmental and wellbeing needs of the Family Start child/ren. Children will have improved education, welfare and health outcomes. Parents will have improved parenting capability and practice. Parents will have improved personal and family circumstances.
Liaising with Other Agencies <ul style="list-style-type: none"> Provide access for the whānau to a comprehensive range of health, education and other necessary services according to the whānau needs. Establish and maintain positive working relationships with local Maori, Pacific, Migrant and Community organisations and approved referral agencies. Network with stakeholders to identify relevant support services for whānau and assist whānau to access support through referral to relevant support services. 	<ul style="list-style-type: none"> Whānau are assisted to access support services to improve health, education and social circumstances for all whānau members, and assist whānau to provide the best possible start to life for the family start child and all whānau members. Whānau are supported to access services which assist them to meet the needs of the child. Whānau worker will promote and network within the community to ensure continued flow of referrals to the Family Start service.
Service Delivery <ul style="list-style-type: none"> Allocate a level of service to whānau according to their assessed needs Schedule client time according to the level of service allocated. Work alongside the whānau in a professional capacity. Provide parenting resources and programmes to all clients in accordance with the Family Start Manual. Complete a Child Family Plan (CFP) & Child Safety Tool with the whānau which identifies their goals/needs and a means to achieve them. 	<ul style="list-style-type: none"> Consent to participation is gained from the main caregiver prior to entry on to program, and whānau are fully informed about the Family Start program and its requirements. The whānau gains a clear understanding of our service objectives i.e. child centered, strengths based and whānau focused. Effective time management is implemented to ensure clients receive adequate visits. Whānau worker to deliver a minimum of one parenting component each visit, with a minimum of two visits per whānau each month. Needs assessments completed with each whānau within the first six weeks of their entry into the programme, and then three monthly, or as circumstances change for the whānau.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
	<ul style="list-style-type: none"> The CFP & CST are reviewed quarterly with the whānau and necessary amendments made in accordance with new needs/goals identified with whānau. Whānau worker will follow service processes for notifications to Oranga Tamariki service, and for the release of client information or details.
Reporting and Monitoring Complete all internal monthly reports for the Social service to meet its contractual reporting obligations.	<ul style="list-style-type: none"> Progress Reports completed monthly. All case management and Family Start Net & Record Base are kept up to date at all times. All client reports and Individual Family Plans will reflect accurately the situation and process to reach their needs and objectives.
Team Support	<ul style="list-style-type: none"> Evidence of attendance at the monthly Board Staff hui and team hui. All contributions assist in strengthening the team. Contributes to projects and initiatives as required. Undertakes other duties necessary to support the effective operation of Raukawa Charitable Trust.
Health & Safety <ul style="list-style-type: none"> Is responsible for the maintenance of a safe and healthy work environment for self and others. Complies with all H&S policies and procedures. 	<ul style="list-style-type: none"> All workplace accidents and incidents are reported, and remedies are undertaken. Participation in H&S training. All hazards recorded and managed.
Additional Tasks	<ul style="list-style-type: none"> Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent. In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response which may not be related to this position.

PERSON SPECIFICATION

WORKING WITH OTHERS

- Establishes rapport and trust with others - parents and children, as well as colleagues and other professionals
- Creates understanding and has influence with others
- Takes action to reduce / resolve conflict
- Actions reflect a commitment to their colleagues and the organisation

SPECIALIST EXPERTISE

- Supports planned approaches to change for the benefit of the child
- Uses networks in the community to assist families
- Makes good decisions and finds effective ways to deal with issues
- Uses life experience together with professional training to accurately assess and address needs of children and families.

ORGANISATION AND RECORD KEEPING

- Plans and manages time efficiently and keeps accurate records

PROFESSIONAL AND CULTURAL

- Works from a bicultural base and relates to clients within their cultural context
- Acts with honesty and maturity
- Models a high standard of work, continually reflecting on own practice and seeking to improve
- Is motivated to achieve what is expected

QUALIFICATIONS AND EXPERIENCE

- Registration with the Social Worker's Registration Board or;
- Skills, experience and relevant tertiary qualification at the diploma level or higher within the general disciplines of Early Childhood Education, Health or Social Science.
- Full Current Drivers License

JOB DESCRIPTION UPDATED

Date: August 2024

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

_____/_____/_____
(Date)

Employee:

(Signature)

_____/_____/_____
(Date)