Position Description

Role Title: Child and Family Practitioner

Position Description Number: CAFP01

Business Unit: Child and Family Services

Reports to: Service Manager / Team Leader Social Work

Salary Band: CAFS Pay Progression System – Step 6 to Grade 13

Barnardos is New Zealand’s leading children’s charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā
An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa
Be the voice and greatest fan of the next generation
Shape brighter futures via early education and targeted social services
Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles
Kotahitanga – Unity
Māiata – Realise Potential
Mahi tōtika – Do the Right Things Well
Ata Whakarongo – Hear with Intent
Kaikōkiritanga – Progress with Purpose

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

Purpose of the role:
The purpose of the role is provide a range of community based services and programmes to support children and their families in a range of settings including home, schools, community and care.

Purpose of the Business Unit:
Child and Family Services work to meet the needs of children from birth to adulthood and range from population based universal services to intensive services targeted at some of New Zealand’s most vulnerable children and young people.

Through our work tamariki/children are safe from physical and emotional harm; their capability and resilience and that of their family/whanau is strengthened; they are all
empowered for the future and all tamariki/children are better understood and valued in their homes and communities.

Key Result Areas

Working with Children and Families
**Outcome:** Children and young people are safe and their wellbeing and life outcomes are enhanced.

**Key responsibilities include:**
- Ensure the well-being and safety of the child remains paramount at all times.
- Ensure the voice of the child is heard and responded to in line with Barnardos policies and procedures and contractual obligations.
- Work with children and families/caregivers utilising a range of skills and strategies consistent with the relevant Barnardos practice approach and framework.
- Lead and/or contribute to the development and delivery of group programmes to children and families/caregivers where required.
- Ensure that the individual needs of children and families are assessed using the specified assessment framework in all cases.
- Ensure that individual plans are developed, managed, coordinated, delivered, monitored and reviewed in partnership with children and families/whanau.
- Identify and utilise appropriate interventions, resources and support networks available to assist children and families/caregivers.
- Advocate for the needs and rights of children and their families/caregivers.
- Complete work in accordance with all Barnardos policies and procedures, contractual obligations and the standards of practice and codes of ethics of relevant professional and regulatory bodies.

Case Management
**Outcome:** Client’s situations are well understood and responded to effectively. Information, data, assessment and planning is captured and managed accurately, efficiently and in a timely manner.

**Key responsibilities include:**
- Ensure that all referrals are managed in a timely manner with sound communication to all parties.
- Ensure that all parties understand, sign and agree to all appropriate documentation.
- Ensure that all case management documentation is completed in a timely and accurate manner.
- Maintain case management files as required and ensure they are safe and secure and can be audited at any time.
- Ensure all recording requirements as required by Barnardos client management system BConnect are met
- Participate in supervision and professional training and development as required.

Service Coordination and Delivery

**Outcome:** All services are well managed delivering greater outcomes for children, families and caregivers.

**Key responsibilities include:**
- Be involved in the effective recruitment and induction of the service delivery team (staff, volunteers and/or external partners).
- Ensure the programme team operates effectively by providing support, supervision training as required.
- Ensure that appropriate levels of staffing are maintained for all programmes.
- Ensure that the service is run in line with the service’s and Barnardos Policies and Procedures.
- Ensure that programme delivery is reviewed and evaluated.
- Coordinate any reporting and invoicing required.
- Actively and positively promote the service when working with families and the community, including contributing to the development and implementation of marketing and promotional activities as required in line with Barnardos’ strategy.

Relationships

**Outcome:** The wellbeing of all clients is well coordinated, promoted and protected.

**Key responsibilities include:**
- Develop and maintain client relationships that:
  - ensure client safety
  - take into account individual differences and the cultural and social context of the client’s situation
  - validate the client’s experience, beliefs and values and acknowledge their expertise in their own lives
  - encourage and facilitate participation in the working relationship
  - allow the client’s to gain control over their circumstances
• are in line with Barnardos guiding principles and Child & Family Services Competency Framework.
  ▪ Develop and maintain strong collaborative relationships with other staff, agencies, professionals, communities, local networks and iwi.
  ▪ Maintain appropriate boundaries so that all decisions are made in the best interest of children and families.

Ngā Pou e Whā (Māori Strategy)
Outcome: All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Māori Strategy.

Key responsibilities include:
  ▪ Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice.
  ▪ Build all relationships with consideration of the Barnardos principles and Ngā Pou e Whā.

Health, Safety and Environment
Outcome: A safe and healthy working environment is maintained at all times.

Key responsibilities include:
  ▪ Take individual responsibility for Health and Safety practices.
  ▪ Comply with occupational health and safety legislation and regulations.
  ▪ Be familiar with and observe all safe work policies, procedures and instructions.
  ▪ Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
  ▪ Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.

Projects or Other Duties as Required
Outcome: The team and function meets its purpose and strategy.

Key responsibilities include:
  ▪ Perform other duties which may reasonably be required which fit the role’s purpose, and for which the position holder is qualified or has received adequate training or instruction.
Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the key relationships to be developed are as follows:

<table>
<thead>
<tr>
<th>Within Barnardos NZ</th>
<th>Outside Barnardos NZ</th>
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<tbody>
<tr>
<td>Service Manager / Team Leader</td>
<td>The child, their families/whanau and their support networks</td>
</tr>
<tr>
<td>Team Colleagues</td>
<td>Oranga Tamariki, Family Court and other government agencies</td>
</tr>
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<td>Service Development team</td>
<td>Schools, community and local agencies</td>
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<td>Client Management System support staff</td>
<td>Local iwi and networks</td>
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<td>All other agencies and professionals involved with the child</td>
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Person Specification

Qualifications (or equivalent level of learning)

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>At least bachelors level qualification in the relevant social services field – e.g. social science, counselling, psychology, community work, child advocacy etc</td>
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<td>Drivers’ licence.</td>
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Experience

<table>
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<th>Essential</th>
<th>Desirable</th>
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<td>Professional experience working with children and families linked to a relevant qualification</td>
<td>Experience working with children and families with complex needs.</td>
</tr>
<tr>
<td>Experience working in a multi-disciplinary environment.</td>
<td>Experience using a client management system.</td>
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<tr>
<td>Experience managing and diffusing complex conflict situations ensuring child</td>
<td>Experience creating and maintaining an environment in which individuals can</td>
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paramoury principles are maintained at all times.  

| Experience adapting approaches and plans to fit with changing conditions, tasks, responsibilities or people. | Experience in building and managing teams. |
| Experience coordinating and facilitating group work/programmes. | Experience in programme development and review. |

### Knowledge

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<tr>
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<th>Desirable</th>
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<td>Has a sound knowledge of theories models and practice for working with children and families and their application</td>
<td>Has specialist knowledge in a relevant area of work with children for example child protection, family violence, education, trauma.</td>
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<td>Knowledge and understanding of relevant legislation and regulations.</td>
<td>Sound understanding of how key agencies work with families in the social, health, education and justice sectors, including an awareness of current resources and services.</td>
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<tr>
<td>Has a knowledge and understanding of child development, behaviour management, attachment theory, and the dynamics of family violence, child abuse, neglect, power and control.</td>
<td>Trauma informed practice - an understanding of the impact of trauma on child development and how to effectively minimize its effects without causing additional trauma.</td>
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### Skills and Competencies

The Barnardos Child & Family Services (CAFS) Competency Framework articulates the standards of practice for Barnardos CAFS staff. There are a range of generic and Barnardos specific key indicators for each competency and position level. How they are demonstrated, in each role is set out in the Competency Framework. See the CAFS Competency Framework for more information. - located on the Barnardos Website ‘Work For Us’ page, or Barnardos Intranet.

### Vulnerable Children Act 2014

This role is a Core Children’s Worker under the Vulnerable Children Act 2014.

### Delegations and Authority

#### Human Resources

- No formal responsibility for staff.
Financial – Budgetary and Expenditure Limits

- **Budget Expenditure:** No authority to commit to expenditure.
- **Purchase Orders:** No authority to approve or issue purchase orders.
- **Purchase Card (Fraedom Card):** Monthly limit of $1000 and per transaction limit of $500

**Correspondence**

- No authority to sign external correspondence

**Authorisation of Position Description**

Positions in Barnardos may change over time as the organisation evolves and to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes will be discussed between the jobholder and manager and will be approved by the relevant Executive Leadership Team (ELT) member.

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<tr>
<th>Authorised by:</th>
<th>GM Child &amp; Family Services</th>
<th>Date authorised:</th>
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