

POSITION DESCRIPTION



Role Title: *Child and Family Programme Assistant*

Position Description Number: *CAFPA01*

Business Unit: *Child and Family Services*

Reports to: *Service Manager / Team Leader Social Work*

Salary Band: *CAFS Pay Progression System – Step a to c*

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

Ata Whakarongo – Hear with Intent

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Mahi tōtika – Do the Right Things Well

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 to support the delivery of a range of programmes for children and families in home, the community, schools or 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

Programme Assistance

Outcome: Children have a positive programme experience with their safety and well-being assured

Key responsibilities include:

- With support ensure well-being and safety of child remains paramount at all times, including being aware of the site safety plans.
- Supervise children and with support provide a physically, psychologically and emotionally safe environment
- With support prepare for sessions in advance of clients arriving with particular note to the risk assessment and mitigation plans
- With support ensure that the environment is set up and appropriate for the session, including having activities and resources appropriate to the needs of all children.
- With support run the sessions ensuring that the conditions of the service agreement are met, and that children are cared for, treated with respect and have their physical needs met.
- Participate in any debriefing, reporting or investigation processes at the end of sessions.
- Ensure all documentations and files are accurately maintained, and kept confidential and secure at all times.
- Complete work in accordance with all relevant service standards, contractual obligations, legislative requirements and Barnardos policies and procedures.
- Participate in supervision and training and development as required.

Relationships

Outcome: Effective, professional relationships are maintained with all parties.

Key responsibilities include:

- Develop and maintain positive and respectful working relationships with children, families/whanau and internal and external stakeholders.
- Communicate clearly and effectively with all parties.
- Maintain strict confidence and appropriate professional boundaries at all times.



Ngā Pou e Whā (Māori Strategy)

Outcome: All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori 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:

| Within Barnardos NZ | Outside Barnardos NZ |
|---------------------|--|
| Service Coordinator | The child, their families/whanau and their support networks |
| Team Colleagues | Schools, agencies, courts and professionals the child is involved with |

Person Specification

Qualifications (or equivalent level of learning)

| Essential | Desirable |
|--|---|
| A current First Aid Certificate or a willingness to obtain one | A recognised qualification in childcare |

Experience

| Essential | Desirable |
|---|--|
| Experience working with children and families, understanding their needs and responding appropriately | Experience in a similar position/industry |
| Experience of adapting approaches and plans to fit with change | Experience of managing difficult situations where individuals may be anxious upset or angry with insight , maturity and calmness |

Knowledge

| Essential | Desirable |
|---|--|
| Basic understanding and empathy for the needs of children and families. | Understanding of child development and behaviour management. |

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 (Freedom Card):** No authority to use a Purchase Card (P-Card)

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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| Authorised by: | GM Child & Family Services | Date authorised: | |
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