

POSITION DESCRIPTION



Role Title: *Child and Family Support Worker*

Position Description Number: *CAFSW01*

Business Unit: *Child and Family Services*

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

Salary Band: *CAFS Pay Progression System – Step 1 to 5*

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 deliver a range of programmes for children and families in the home, the community, schools or care settings.

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 Delivery

Outcome: Programmes are delivered in accordance with requirements with participants having a positive programme experience with their safety and well-being assured

Key responsibilities include:

- Ensure well-being and safety of participants remains paramount at all times, including being aware of the site safety plans.
- Facilitate sessions ensuring that the programme guidelines are met in line with Barnardos practice approach and framework.
- Contribute to the planning, review and evaluations of programmes.
- Participate in any debriefing, reporting or investigation processes at the end of sessions.
- Participate in supervision and professional training and development as required.
- Ensure all recording requirements as required by Barnardos client management system BConnect are met.
- 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.

Relationships

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

Key responsibilities include:

- Develop and maintain positive and respectful working relationships with clients, 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 / Team Leader/ Service Manager	The child, their families/whanau and their support networks
Team Colleagues	Oranga Tamariki, Family Court and other government agencies
	Other agencies 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	Qualifications at any level relevant to working with children and families
	Drivers licence

Experience

Essential	Desirable
Experience working with children and families, understanding their needs and responding appropriately	Experience in social service role or similar position/industry
Experience facilitating or leading groups	Experience working with a case management framework
Experience of managing difficult situations where individuals may be anxious upset or angry with insight, maturity and calmness.	Experience adapting approaches and plans to fit with changing conditions, tasks, responsibilities or people.

Knowledge

Essential	Desirable
Working understanding of the needs of children and families	Has a specialist area of knowledge for example, impact of trauma, behaviour management, attachment theory, and dynamics of family violence, child abuse and neglect
Awareness and understanding of legislation relevant to work with children and families	Has a specialist area of legislative knowledge and understanding of relevant legislation and regulations for example Children, Young Persons and Their Families Act, Domestic Violence Act, Domestic Violence (Programme) Regulations, Privacy Act etc
Has knowledge and understanding of child development	

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. The headline competencies are set out below. 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.

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