POSITION DESCRIPTION

Role Title: Kaiārahi - Advisor
Business Unit: Child & Family Services
Reports to: Service Manager, Specialist Group Homes Christchurch
Salary Band: Corporate Band G

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
    Mahi tōtika – Do the Right Things Well
    Kaikōkiritanga - Progress with Purpose
    Ata Whakarongo - Hear with Intent
    Māiatanga - Realise Potential

Purpose of the role:
The purpose of the role is to provide cultural support to young people and staff in the specialist group homes with the aim of reducing the frequency and/or severity of their challenging behaviours and to increase the competence and confidence of staff by raising their awareness of individuals cultural support needs and to build capacity within staff to meet the cultural needs of young people and their families/whanau.

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/young people are safe from physical and emotional harm; their capability and resilience and that of their family/whānau is strengthened; they are all empowered for the future and all tamariki/young people are better understood and valued in their homes and communities.
Key Result Areas

Cultural leadership, advice and support

Outcome: Management, team members and young people receive sound and appropriate cultural support and advice.

Key responsibilities include:

- Provide appropriate guidance and support, ensuring that a positive staff culture and well-integrated culturally appropriate programme is developed and maintained.
- Ensure all members of the residential function understand key Māori cultural morals, behaviours and values.
- Facilitates mihi whakatau and supports staff participation
- Actively participate in planning processes and evaluate practice from a māori perspective and promote and guide necessary improvements.
- Ensure that practices are consistent within the Oranga Tamariki Act 1989, (accompanying title of the Children’s and Young People’s Well-being Act 1989), Barnardos policies and procedures and other relevant legislation.

Relationships

Outcome: Develop and maintain respectful relationships with external agencies, staff, young people and whānau/families

Key responsibilities includes

- Take into account individual differences and the cultural and social context of each young person’s situation
- Validate the young person’s experience, beliefs and values and acknowledge their expertise in their own lives
- Maintain appropriate professional boundaries
- Reflect Barnardos core principles and values
- Develop strong collaborative relationships with community agencies and networks affirming their availability to inform service planning and delivery
- Support parent/whānau networks by promoting authentic client family/whānau participation
- Demonstrate appropriate professional conduct at all times to ensure that Barnardos reputation is maintained in the community.
Training/Development/Supervision

Outcome: Input from a Māori perspective is provided for the ongoing development of knowledge building in staff to confidently apply a Māori lens to their work.

Key responsibilities include:
- Actively participate in informal supervision of staff in line with Barnardos policy.
- Advise on staff training and development needs and facilitate staff training where appropriate.
- Advise and support staff to provide culturally appropriate support to māori tamariki.
- Work collaboratively with staff to strengthen māori cultural knowledge in relation to tangata whenua and the integration of māori strengths, reflecting the commitment to the Treaty of Waitangi.
- Participate and contribute to team meetings, providing appropriate cultural training and development.
- Participate in professional and team development, upskilling and supervision.

Working with Young People and Families:

Outcome: Young people’s family/whānau are engaged, motivated and fully informed of progress of young people in care.

Key responsibilities include:
- Engage with social workers and support staff, to actively contribute and provide support with the young person’s induction/introduction process taking into account each individual’s identity.
- Design and deliver an individual programme of support available to young people.
- Provide educational support, group cultural programme and one-on-one therapy work as required.
- Promote māori cultural values and language to young people.
- Support the implementation of effective treatment and case planning which reflects the application of programme models.
- Engage on regular basis with family/whānau around whakapapa and community involvement working within appropriate boundaries.

Ngā Pou e Whā (Māori Strategy)

Outcome: Ensure all relationships are built with consideration of the Barnardos values, core principles and Ngā Pou e Whā (Māori Strategy).
Key responsibilities include:

- Play a leadership role in ensuring all employees engage in Barnardos values, Ngā Pou e Whā (Māori Strategy) and strategic plan.
- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and the ability to apply them to everyday practice.
- Ensure that all relationships are built with consideration of the Barnardos values, core principles and Ngā Pou e Whā (Māori Strategy).

Health, Safety and Environment

Outcome: A safe and healthy working environment is maintained at all times.

Key responsibilities include:

- Compliance with occupational health and safety legislation and regulations.
- Being familiar with and observing all safe work policies, procedures and instructions.
- Promoting and participating in health and safety, maintaining a safe workplace, and ensuring that all equipment is used correctly at all times.
- Taking personal responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.
- The health and safety performance of the work areas which they control.
- Continuing to update their knowledge and management competence in health and safety.
- Ensuring that all employees and contractors understand and accept their responsibility to adhere to and promote a safe and healthy workplace.
- Providing information on health and safety matters to employees by way of instruction.

Other Duties as Required

Outcome: 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.

The key responsibilities of the role may change from time to time to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager.
**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>Who does the job holder work with inside Barnardos NZ</th>
<th>Who does the job holder work with outside Barnardos NZ</th>
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</thead>
<tbody>
<tr>
<td>GM Māori Development</td>
<td>Local iwi representatives</td>
</tr>
<tr>
<td>General Manager, Child &amp; Family Services</td>
<td>Community based organisations</td>
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<tr>
<td>General Manager, Youth Services</td>
<td>Oranga Tamariki staff</td>
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<tr>
<td>SI Operations Manager and other Team Leaders</td>
<td>Family/whānau of youth</td>
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<td>Administrative, support services staff locally and at NRC</td>
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</tbody>
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**Person Specification**

**Qualifications (or equivalent level of learning)**

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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>A recognised tertiary qualification and appropriate experience in a related discipline (and/or proven high level skills and associated experience specific to the role)</td>
<td>Knowledgeable and experience of Māori &amp; Indigenous Studies</td>
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**Experience**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability and proven skills to coach/support/mentor others</td>
<td>Understanding of issues faced by staff who work with young people with challenging behaviours</td>
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<tr>
<td>People leadership experience to support staff</td>
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<tr>
<td>Ability and proven experience working with young people and their families/whānau in a positive and supportive way</td>
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**Knowledge**

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Ability to demonstrate Māori cultural integrity including strong awareness of,</td>
<td>A background in community engagement with iwi and māori groups</td>
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sensitivity and commitment to the Treaty of Waitangi

Skills

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Confident and competent speaker of te reo Māori and have a thorough understanding of tikanga and kawa</td>
<td>Effective presentation and facilitation skills</td>
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<td>Clear and well-articulated written and oral communication skills (Māori and English)</td>
<td>Displays a positive attitude, maintains a healthy life-work balance and is comfortable with change</td>
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<td>Well-developed conflict resolution skills and the ability to manage pressure effectively</td>
<td>Is flexible, adaptable, highly motivated and enthusiastic</td>
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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

- Authorised to spend from Manager’s operating expenditure budget.

Purchase Card (Freedom Card)

- No authority to commit to expenditure

Correspondence

- No authority to sign external correspondence

Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and such change may be initiated as necessary by the manager of this position. All changes must be approved by the relevant Executive Leadership Team (ELT) member.

Authorised by: General Manager, Child & Family Services
Date: 5 November 2018