

POSITION DESCRIPTION



Role Title:	<i>Team Leader Residential Services (Special Group Home)</i>
Business Unit:	<i>Child and Family Services</i>
Reporting to:	<i>Operations Manager Residential Services</i>
Responsible for:	<i>Residential Staff</i>

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

Mahi tōtika – Do the Right Things Well

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

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

Role, Purpose and Scope:

The purpose of the role is to lead the practice and operational management of a special group home which sits within Barnardos Residential Services portfolio.

Purpose of the 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.



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Key Result Areas

Management Responsibilities:

Outcome: The home is managed successfully across all operational aspects 24/7, 365 days a year, and in a fiscally responsive manner.

- Key responsibilities include:
- Develop an ongoing understanding of the external environment (harmful sexual behaviours sector and the Oranga Tamariki Youth Specialist Services Strategy).
 - Participate in setting annual budgets and planning practices for the service.
 - Monitor allocated serviced budgets to support the achievement of financial targets, using data to make informed decisions
 - Lead and manage the recruitment, selection and induction process of new staff
 - Contribute to identifying new developments, business opportunities or strategies to grow in alignment with the business plan and Barnardos strategic plan – building reputation.
 - Ensure risk management strategies are in place and correct policy and procedures are followed in the case of incidents and complaints
 - Ensure accountability reporting is completed as required e.g Ministry of Education and Child Youth and Family.

Leadership:

Outcome: A professional team who are supported to demonstrate a high standard of practice and role modelling to ensure the positive outcomes for rangitahi.

- Key responsibilities include:
- Participate in professional learning and development to enhance leadership and management capability and facilitate learning opportunities for the team.
 - Inspire and motivate all employees to be engaged in the service and Barnardos vision, purpose and strategic outcomes
 - Be responsible for ensuring all employees, in accordance with Barnardos policies and procedures:
 - a. Receive regular planned supervision
 - b. Are coached and mentored
 - c. Attend team meetings
 - d. Have ongoing performance reviews
 - e. Have access to professional development opportunities



Practice Standards

Outcome: All legislation, policies and practice procedures are adhered to for the best interests of rangitahi and ensuring satisfactory auditing by Oranga Tamariki and Ministry of Social Development.

Key responsibilities include:

- Ensure best practice standards are met or exceeded through continuous improvement standards.
- Comprehensive service reviews or audits
- Consistent staff supervision
- Personal and professional development of staff
- Identify and review significant trends concerning practice issues and work with Operations Manager to develop and implement plans to address

Relationships

Outcome: The group home is well respected in the community and trusted by external and internal stakeholders

Key responsibilities includes

- Build and maintain reciprocal relationships with both internal and external stakeholders within the service, Barnardos and the wider community to enable collaboration and achievement of goals and outcomes for all parties.
- Mentoring and supporting others in their understanding of Te Tiriti o Waitangi and cultural and social influences.

Ngā Pou e Whā (Māori Strategy)

Outcome Ensure all relationships are built with consideration of the Barnardos principles and Ngā Pou e Whā (Maori Strategy)

Key responsibilities includes

- 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 principles and Ngā Pou e Whā (Maori Strategy)



Health, Safety and Environment

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

- Key responsibilities include:
- Taking individual responsibility and accountability for Health & Safety practices.
 - Compiling with occupational health and safety legislation and regulations.
 - Being familiar with and observing all Barnardos 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.
 - 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.

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.

- Key responsibilities include:
- Participate in working parties, committees or project teams as required.
 - Support colleagues during periods of peak work activity and/or times of absence

Key Relationships

The Team Leader Residential Services will develop and maintain excellent relationships with the following colleagues, customers and clients for the purposes stated below:

Internal Relationships: Who does the job holder work or interact with inside the organisation	External Relationships: Who does the job holder work or interact with outside the organisation
National Operations Manager Residential	Ministry of Social Development
Team Leaders Residential across other group homes	Oranga Tamariki



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Residential Youth Workers	SAFE Network
Social Worker and Residential Social Worker team	Health and Education and Training Providers
Senior Administrator	Local Police
People and Capability team	
Finance team	

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
Appropriate relevant tertiary qualifications, management qualifications and/or applicable experience	Evidence of current/recent professional development related to child protection
Relevant sector registration eg in social work, and ANZASW membership	Health and Safety Representative Course Level 1
CPI – crisis prevention and intervention training	First Aid certificate

Skills

Essential	Desirable
Managing diversity - ability to work successfully with people of all views and preferences, recognising and respecting differences	Te Ao Māori – Understanding of Te Tiriti o Waitangi and the dual heritage of Aotearoa, and responsive to the needs and perspectives of Māori in a culturally appropriate manner
Problem solving - demonstrated problem solving skills, is able to identify problems and logically develop and provide solutions, involving others where appropriate	Ability to adapt approach and plans to fit with changing conditions, responsibilities and people
Willingness to maintain sector knowledge and identify own professional learning and development needs	Takes responsibility for own actions, make and seek ways to improve practice standards and procedures
Effective planning and organisational skills with attention to accuracy and detail	Exhibits ownership for work activities and makes decisions independently within requirements of role



Coach and mentor staff in techniques/ processes to work with at risk youth, including documentation, communication and de-escalation techniques	Attention to detail and accurate report writing and editing
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Knowledge

Essential	Desirable
Demonstrated leadership ability and experience, including mentoring, coaching and advising	Proven ability to read, interpret and understand relevant practice and employment legislation
Provide professional supervision for staff and have up to date sector and practice knowledge	Project management skills, problem solving, organisational and planning skills
Knowledge of best practice standards and commitment to achieving and maintaining quality	Facilitation of meetings and training
Ability to manage risk and create risk mitigation plans	Effective planning and organisational skills with attention to accuracy and detail

Experience

Essential	Desirable
Demonstrated experience in working with at risk Rangatiri for a minimum of 5 years	Promotes a culture of child safety and protection
Demonstrated experience in supervision of staff, leadership and developing effective teams for a minimum of 2 years	Ability to work successfully with people through duty of care and emergency situations
Proven previous experience in building relationships with external agencies and stakeholders.	Experience in utilising different strategies to gain the support of stakeholders for an idea or proposal and influence beliefs where relevant
Experience in representing the organisation at stakeholder meetings	Excellent communication and presentation skills

Vulnerable Children Act 2014

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



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Delegations and Authority

Human Resources

- Has full supervisory / managerial responsibility, includes allocation of work, accountability for outputs, quality and review of performance and development.

Financial – Budgetary and Expenditure Limits

- Authorised to spend from Manager's operating expenditure budget.
- Purchase Orders
 - Maximum authority to approve/issue purchase order to the value of: \$500
- Purchase Card (Freedom Card)
 - Monthly limit of \$1000 and per transaction limit of \$200

Correspondence

- Authority to sign external correspondence
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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:	<i>General Manager, Child & Family Services</i>	Date authorised:	
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