

Facilitator: Parent Learning and Support Team

ABOUT THE ROLE

Our Parent Learning and Support Team deliver a range of programmes to parents and whānau caring for their tamariki. <https://jigsawwhanganui.org.nz/programmes-for-parents/>
Jigsaw Whanganui provides a highly supportive and nurturing team environment, committed to social justice, Te Tiriti o Waitangi, and growing excellent practice. We are offering a competitive remuneration package including professional development

Applications close 5.00 pm Monday 1 February

REQUIRED COMPETENCIES

- A tertiary qualification in human services
- a track record of culturally competent practice alongside whānau and families
- an absolute commitment to the integrity of whānau and families
- a sound understanding of children's' development and attachment
- sound experience and understanding of groupwork, adult learning and facilitation
- the ability to establish and grow effective relationships with diverse people across our extensive networks
- a very high level of personal integrity and reliability
- an absolute commitment to non-violence in their personal and professional life
- growing competence through effective use of supervision and other supports

The successful applicant must have access to a reliable vehicle (mileage is reimbursed), be willing to work across the agency's service delivery area and meet the requirement of the Vulnerable Children's Act 2014.

For more information and an application pack go to www.jigsawwhanganui.org.nz

POSITION DESCRIPTION

HOURS: Full time or as negotiated

ACCOUNTABLE TO: Team Lead Parent Learning and Support

PRIMARY OBJECTIVES:

- To assist the organisation in meeting its goal of delivering quality, accessible and professional services to whānau and families
- To assist the organisation to provide programmes to families and whānau that promote effective parenting

KEY AREAS OF RESPONSIBILITY:

1. **Engagement with Whānau and Families**
2. **Programmes for Parents**
3. **Administration**
4. **Professional Development**

5. Liaison, Agency representation

1. ENGAGEMENT WITH WHANAU and FAMILIES

- Undertake initial visit/s with assigned families interested in the agency's programmes, establishing their needs and the contexts of these and where their aspirations, hopes and goals align with the agency's programmes
- Provide relevant information about agency programmes and criteria, and explore expectations of participants
- Identify other relevant supports and resources
- Assist whānau to manage barriers to their participation in programmes
- Maintain connection with the family during the course of the programme, assisting their integration of programme learnings
- Actively promote and advocate for the safety of children and non-violent parenting practices as per agency policy
- Work to address family harm and raise awareness of the impact of intimate partner violence and child abuse and neglect for children, families, whanau and communities
- Work in collaboration with other services, adhering to agency policy regarding informed consent and safety
- Undertake roles in the Whanganui Children's Team (Lead Professional and Child's Action Network) and Strengthening Families as required by the Executive Officer
- Attend Family Group Conferences, case consults, whanau and family meetings, review meetings and other client related meetings as directed by Executive Officer
- Advocate for whānau, families and their children; assist them to access resources and build networks of support
- Ensure Jigsaw Whanganui policies regarding client privacy are maintained
- Work within ANZASW Code of Ethics, Jigsaw Whanganui procedures and policies

2. PROGRAMMES FOR PARENTS

- Co-facilitate agency approved group programmes as assigned by the Executive Officer
- Participate in planning and debriefing programme sessions
- Ensure any serious practice or family harm concerns are brought to the attention of the agency Practice Manager or Executive Officer immediately
- Assist the Executive Officer in identifying, designing and refining programmes to be delivered by Jigsaw Whanganui
- Ensure rooms and resources used for programmes are kept tidy and organised
- Ensure agency processes regarding health and safety are carried out, in particular when programmes are being delivered outside of normal work hours
- Ensure programme participant evaluations are completed
- Deliver individual programmes to whanau as assigned and under the direction of the Practice Manager

3. ADMINISTRATION

- Keep all whānau information including programme attendance up to date in the agency's client management system

- Ensure Practice Manager has knowledge of family plans, goals, reviews and progress of whānau and families who are participating in an individual programme
- Ensure leave applications, time-sheets and travel claims are accurate, submitted on time and adhere to agency policy

4. PROFESSIONAL EXCELLENCE

- Actively reflect on facilitation practice, in particular co-facilitator relationships
- Participate in regular external supervision as per agency policy
- Participate in regular agency Peer Supervision
- Maintain and demonstrate a commitment to ongoing professional development
- Attend relevant on-going professional development after consultation with Executive Officer
- Attend and actively participate in all staff development sessions as organised by Executive Officer
- Participate in performance reviews and agency evaluations
- Attend and participate in regular team meetings
- Attend and participate in agency meetings as required
- Maintain appropriate professional accreditations

5. AGENCY REPRESENTATION & AGENCY ACCOUNTABILITY

- Support and assist the agency's collaborations with other services to increase the safety and wellbeing of tamariki and children
- Ensure up to date personal knowledge of iwi and community resources
- Ensure the integrity of Jigsaw Whanganui is maintained when representing the agency, promoting our mission, philosophy and values
- Work within agency policies, procedures and position description
- Protect organisational and client confidentiality unless there is a risk to safety. Follow agency policy and procedure in the event of a safety issue