

## POSITION DESCRIPTION

### PROGRAMMES FACILITATOR

**HOURS:** 40 hours including some evening group-work

**AREA:** Whanganui, Rangitikei

**REPORTING TO :** Team Lead: Family Harm Programmes

**OBJECTIVE** Whānau and families are safe and nurturing for everyone

**PURPOSE OF POSTION:** Assist the agency to deliver effective family harm prevention and parenting programmes to whānau and families

#### KEY AREAS OF RESPONSIBILITY:

1. Engagement with Whānau and Families
2. Family Harm Prevention Programmes
3. Parenting Programmes
4. Administration
5. Professional Development
6. Liaison, Agency representation

#### 1. ENGAGEMENT WITH WHĀNAU and FAMILIES

- Undertake initial meetings with assigned families seeking support, establishing their needs and the contexts of these and where their aspirations, hopes, goals. align with the agency's services
- Provide family violence assessments to assigned clients, adhering to agency procedure and contractual requirements
- Actively promote and advocate for the safety of children and non-violent parenting practices as per agency policy
- Liase with Team Lead and Practice Manager re support for whānau and family of participants
- 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
- Advocate for whānau, families and their children; assist them to access resources and build networks of support
- Work within ANZASW Code of Ethics, *jigsaw whanganui* Procedures and Policies, MOJ Code of Practice

2.

## **FAMILY VIOLENCE PROGRAMMES**

- Co-facilitate agency approved group and individual programmes for adults and youth, parents and caregivers as assigned by the Executive Officer
- Participate fully in planning and debriefing programme sessions
- Manage and document work undertaken to a professional standard
- Ensure any serious safety or family harm concerns are brought to the attention of the Programmes Team Lead or agency Practice Manager 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 organized
- Assist in the preparation and sharing of kai, as per agency Kai Ora policy.
- Ensure agency processes in regard the health and safety are carried out, in particular when programmes are being delivered off site or outside of normal work hours.
- Ensure programme participant evaluations are completed
- Deliver individual programmes to whanau as assigned and under the direction of the Team Lead

## **3. ADMINISTRATION**

- Keep all whānau information including programme attendance up to date in the agency's client management system
- Ensure Team Lead has knowledge of family plans, goals, reviews and progress of whānau and families
- Ensure leave applications, time-sheets and travel claims are accurate, submitted on time and adhere to agency policy

## **4. PROFESSIONAL EXCELLENCE**

- Practice to a standard that meets the Facilitator Competency Framework
- Actively reflect on practice, in particular co-facilitator relationships
- Participate in regular external supervision as per agency policy
- Participate in regular agency Peer Supervision
- 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
- Maintain appropriate professional accreditations and registrations

## **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