

JIGSAW WHANGANUI

PROGRAMMES FACILITATOR – PARENT LEARNING AND SUPPORT

HOURS: permanent as negotiated

AREA: Whanganui, Rangitīkei, Ruapehu

ACCOUNTABLE TO: Executive Officer

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
- 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 Team Leader
- Participate in planning and debriefing programme sessions
- Ensure any serious practice or family harm concerns are brought to the attention of the Team leader, agency Practice Manager or Executive Officer immediately
- Assist the Team Leader 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 Team Leader

3. ADMINISTRATION

- Keep all whānau information including programme attendance up-to-date in the agency's client management system
- Ensure Team Leader has knowledge of family plans, goals, reviews and progress of whānau and families who are participating in an individual programme
- Ensure leave applications, 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 Team Leader
- Attend and actively participate in all staff development sessions as organised by the agency
- 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