

## **POSITION DESCRIPTION**

### **TEAM LEADER - FAMILY HARM PREVENTION PROGRAMMES**

**HOURS:** 40 per week

**ACCOUNTABLE TO:** Executive Officer

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

**PURPOSE OF POSTION:** Lead the provision of effective family harm prevention programmes to local whānau and families; join in the work of the strategic leadership of the agency.

#### **WORKING RELATIONSHIPS WITH:**

1. Whānau and families
2. Executive Officer
3. Leadership Team
4. Operations Manager
5. Practice Manager
6. Referring agencies and services
7. Interagency Collaborations

#### **KEY AREAS OF RESPONSIBILITY:**

1. Quality Service Delivery
2. Effective Leadership
3. Exemplary Programme Facilitation and Practice
4. Effective Relationships with Stakeholders
5. Contribute to Strategic Leadership of Agency

## **1. QUALITY SERVICE DELIVERY**

- Ensure excellent delivery of family harm prevention programmes in accordance with agency policies and procedures
- Manage caseloads to maximise responsiveness to whānau and in-line with contract obligations
- Ensure family harm prevention service delivery is culturally relevant
- Ensure compliance with MOJ and other relevant practise standards
- Provide case management, direction and supervision to all Family Harm Prevention programmes staff
- Review programme delivery and staff performance regularly in accordance with agency policy and procedures
- Ensure relevant professional registrations are maintained including professional development log as necessary
- Ensure safety concerns are responded to as per agency policy

## **2. EFFECTIVE LEADERSHIP**

- Maintain awareness of and regularly communicate to Executive Officer strengths, weaknesses, opportunities and threats to the Family Harm Prevention service
- Assist Executive Officer with recruitment of staff
- Provide clear and timely communication of information from FHP team to leadership Team, and vice versa
- Ensure peer supervision and other collegial structures are working effectively
- Identify and respond to training and professional development needs
- Ensure professional development plans are agreed and active
- Manage student placements in Family Harm Prevention team
- Provide support to other teams as required

## **3. EXEMPLARY PROGRAMME FACILITATION AND PRACTICE**

- Maintain and model Jigsaw Whanganui standards of practice at all times
- Undertake an agreed caseload, reviewed 6 monthly with EO
- Practice active reflection of programme facilitation, and leadership, including regular clinical supervision
- Ensure professional development plan for self is in place and is reviewed/monitored regularly
- Maintain appropriate professional membership/s as required

#### **4. EFFECTIVE RELATIONSHIPS WITH STAKEHOLDERS**

- Liaise with referral agencies and funders to ensure up to date information is available to all parties at all times
- Ensure whānau, families and referrers understand the services the agency provides
- Ensure the FHP team participates effectively in various networks and forums as appropriate and in a manner always consistent with Jigsaw Whanganui kaupapa
- Assist in service promotion in consultation with Executive Officer
- Ensure the Family Harm Prevention service is well understood by referrers, stakeholders and community

#### **5. CONTRIBUTE TO STRATEGIC LEADERSHIP OF AGENCY**

- Actively model and promote agency mouri Kaupapa Whānau at all times
- Contribute to strategic decision making and implementation of strategic plans
- Contribute to operational decision making and implementation of operational plans

## **PERSONAL QUALITIES**

Our organisation needs staff who actively practice respect. By this we mean people who in their everyday interactions accept people as they are without judgment, understand and value differences, treat every person with dignity, are able to be honest about themselves and able to manage their own reactions, thoughts and feelings.

Applicants need to have a commitment to and be living a violence free lifestyle. This includes a commitment to use non-violent parenting practices i.e. no physical punishment of children. This commitment needs to be both in your personal and professional life.

## **QUALIFICATIONS**

- Social Work degree or equivalent qualification in human services
- Appropriate qualification and experience in professional supervision
- A track record of highly competent practice alongside whānau and families

## **KEY COMPETENCIES**

- Sound understanding of the contexts of intimate partner violence and child abuse and neglect
- Excellent facilitation and group work skills
- Cultural confidence including an understanding of Te Ao Maori principles
- The ability to make meaningful contributions to strategic leadership
- Experience providing effective supervision, and supporting others to strengthen practice
- Responsiveness to the wellbeing aspirations and interests of whānau and families
- The ability to establish and grow effective relationships with stakeholders
- A very high standard of personal integrity and reliability
- An absolute commitment to non-violence and respect in your personal and professional life