



kaupapa whānau – thriving children, flourishing families

PROGRAMMES FACILITATOR

Family Harm Prevention and Parenting Programmes.

POSITION DESCRIPTION

HOURS: 32 - 40 hours per week negotiable

RESPONSIBLE TO: Practice Lead Programmes

RESPONSIBLE FOR: N/A

AREA: Whanganui, Rangitikei, Ruapehu

PRIMARY OBJECTIVES:

To enhance whānau wellbeing by assisting the agency to deliver effective programmes promoting violence free relationships and positive parenting

KEY AREAS OF RESPONSIBILITY:

1. Engagement with Whānau and Families
2. Delivery of non-violence programmes
3. Delivery of programmes for parents
4. Professional excellence
5. Administration
6. Community relationships
7. Agency commitments

1. ENGAGEMENT WITH WHĀNAU and FAMILIES

- Undertake initial meetings with assigned families and provide relevant information about agency programmes and criteria, and explore expectations of participants
- Establish whānau needs and the contexts of these and where their aspirations, hopes and goals align with the agency's services

- Identify other relevant supports and resources as needed

2. DELIVERY OF NON-VIOLENCE PROGRAMMES

- Provide family violence assessments to assigned clients, adhering to agency procedure and contractual requirements
- Co-facilitate agency approved group non-violence programmes as assigned by Practice Leader
- Facilitate agency approved individual non-violence programmes as assigned by Practice Leader
- Liaise with participants during the programme, assisting their integration of programme learnings
- Assist whānau to manage barriers to their participation in programmes
- Participate fully in planning and debriefing programme sessions
- Ensure any serious practice or safety concerns are brought to the attention of Practice Lead immediately
- Ensure rooms and resources used for programmes are kept tidy and organised

3. DELIVERY OF PARENTING PROGRAMMES

- Co-facilitate agency approved group parenting programmes as assigned by Practice Leader
- Liaise with participants during the programme, assisting their integration of programme learnings
- Assist whānau to manage barriers to their participation in programmes
- Participate fully in planning and debriefing programme sessions
- Ensure any serious practice or safety concerns are brought to the attention of Practice Lead immediately
- Ensure rooms and resources used for programmes are kept tidy and organised

4. PROFESSIONAL EXCELLENCE

- Work in collaboration with other services, adhering to agency policy regarding informed consent and safety
- Attend case consults, whānau and family meetings, review meetings and other client related meetings as directed by Practice Lead
- Advocate for whānau, families and their children; assist them to access resources and build networks of support
- Work within Jigsaw Whanganui policies and procedures, and MOJ and Department of Corrections Code of Practice

- Actively promote and advocate for the safety of children and non-violent parenting practices as per agency policy
- Maintain relevant accreditations and registrations
- Actively engage in agency case management, peer, external and cultural supervision processes as per agency policy and processes
- Maintain and demonstrate a commitment to ongoing professional development
- Attend and actively participate in all staff development sessions
- Actively engage in agency performance review process (Taku Jigsaw Pūrākau)
- Assist the Practice Lead in reviewing and refining programmes to be delivered by Jigsaw Whanganui

5. ADMINISTRATION

- Collect and maintain up to date information in the Client Management System, including all client and practice information (referrals, assessment, planning, case notes, reviewing, case closure)
- Ensure Practice Leader has knowledge of plans, goals, reviews and progress of whānau and families
- Ensure programme participant evaluations are completed including final evaluation
- Manage and document work undertaken to a professional standard within timeframes required
- Ensure agency equipment and resources are used appropriately
- Ensure leave applications, timesheets, and travel claims are accurate, submitted on time and adhere to agency policy

6. COMMUNITY RELATIONSHIPS

- Ensure the integrity of Jigsaw Whanganui is maintained when representing the agency, promoting our mission, philosophy and values
- Support and assist the agency's collaborations with other services to increase the safety and wellbeing of whānau, families, tamariki and children
- Participate in the interagency FLOW Case Management Process as required by Practice Lead
- Represent the agency when required and act in a manner that promotes Jigsaw Whanganui kaupapa, kawa, tikanga and values
- Educate and network with other agencies to increase understanding of issues related to family violence and positive parenting
- Ensure up to date knowledge of iwi and community resources

- Work within agency policies, procedures and position description
- Protect organisational and client confidentiality unless there is a risk to safety as per agency policy and procedures

7. AGENCY COMMITMENTS

- Attend and actively participate in team hui
- Uphold agency kaupapa, kawa, tikanga and values at all times
- Adhere to all agency policies and processes