

POSITION DESCRIPTION

Position	House Parents- House Parent Relievers	
Work Unit:	He Ao Manaaki	
Responsible To:	Chief Executive and Practice Leader	
Responsible For:	Rutene Road, Gisborne	
Purpose:	A live in position for a couple or solo house parent to provide support, guidance and advice that is whānau centred, improving the development, health, welfare, education and general wellbeing of young parents and their child/children	
Vision	“Tamariki and Rangatahi growing up with a strong sense of purpose and potential within healthy whanau and communities”	
Aim	“To provide programmes, activities and events for tamariki and rangatahi to help strengthen their health, education and social well being”	
Values	Tikanga, Kawa, Whakamana, Whakawhanaungatanga, Whakapono, Manaakitanga, Mana Tangata, Te Taiao Kanohi ki te kanohi, pokohiwi kit e pokohiwi, ka whaiwhai tonu atu <i>Face to face, shoulder to shoulder, work without end</i>	
Functional Relationships:	Internal Te Aka Ora Staff	External Social, health and education service providers; Government Agencies
Remuneration: FTE: 5 days/week	To be discussed at final interview	

Delivery of Supported Housing for Young parents and Their Child/Children

The aims of providing supported housing for young parents and their child/children are to:

- Improve the safety and stability of housing for vulnerable young parents and their children by providing short term accommodation of no more than six months and support services
- Support early attachment and bonding
- Promote good health, education, and social outcomes for young parents and their children, and economic well being, independence and a future focus for young parents
- Reduce the likelihood of further unplanned teen pregnancies
- Support and enhance young parents’ life skills and parenting skills

- Reduce the likelihood of the children of young parents being placed in the care of Child, Youth and Family
- Support young parents and their children to successfully transition from supported accommodation to independent living in the community

KEY RESULT AREAS

Is accountable for	And is successful when
<p>Relationships</p> <ul style="list-style-type: none"> • Establish and maintain a trusting, supportive and nurturing relationship with each young parent and their child/children based on mutual respect; and provide a nurturing home environment. 	<ul style="list-style-type: none"> • Young parents report that they have trust and confidence in the House Parents and feel welcome, safe and a valued addition to the whānau.
<ul style="list-style-type: none"> • Role model and assist the young parent in learning life skills (e.g.: budgeting, social skills, managing relationships, personal health and nutrition) 	<ul style="list-style-type: none"> • Young parents report that they have learnt and gained practical life skills that will help them when they are 'out on their own'.
<ul style="list-style-type: none"> • Provide consistent emotional support to help Young Parents make improved/informed decisions and to resolve issues. 	<ul style="list-style-type: none"> • Young Parents and their children respond to and reciprocate praise and affection and Young Parents are better able to make informed decisions in their own lives.
<ul style="list-style-type: none"> • Foster productive relationships with key social and health workers, key community agencies and providers; and advocate for the best interest of the parents and their child/children. 	<ul style="list-style-type: none"> • All associated internal and external service providers report that the quality of service provided by the House Parents is exemplary.
<ul style="list-style-type: none"> • Manage and meet all service contracted objectives, targets and outcomes and perform other tasks as requested by management. 	<ul style="list-style-type: none"> • All service contracted objectives, targets and outcomes are met and Te Aka Ora is viewed favourably by the community.
<p>House Management</p> <ul style="list-style-type: none"> • Ensure appropriate, safe and authorised supervision of the House, its occupants and its contents at all times. 	<ul style="list-style-type: none"> • Authorised Supervision is provided in the House on a 24 hour, 7 day per week basis, 100% of the time.
<ul style="list-style-type: none"> • Preserve the reputation and conduct of the household to a high standard so that it is always perceived as a 'good neighbour. 	<ul style="list-style-type: none"> • External stakeholders report that the conduct and orderliness of the household is exceptional.
<ul style="list-style-type: none"> • Manage the house effectively and within budget. 	<ul style="list-style-type: none"> • The budget is managed effectively and efficiently and within delegated authority or pre-approved by Management as required.
<ul style="list-style-type: none"> • Manage the interior and exterior state and condition of the House ensuring safety and minimal damage (except for fair wear and tear) at all times. 	<ul style="list-style-type: none"> • The cost of repairs and maintenance of the House and contents is kept at a minimum.

<p>Planning and Administration</p> <ul style="list-style-type: none"> • Manage the referral and acceptance process to maximize the capacity or potential of young Parents to fit into the dynamics of the whānau. • Complete all administrative tasks associated with the position and adhere to the policies, procedures and rules of Te Aka Ora • Ensure that the rules of the organisation and the House are understood by the young parents throughout their occupancy. • Contribute to meetings, training briefings, visits and reviews as requested. 	<ul style="list-style-type: none"> • Dynamic dysfunction in the House is minimal. • And the positive and functional working relationship with the Social Worker is maintained. • Completion of all documentation relating to occupancy is timely and accurate. • Rules are kept by young parents and are regularly reinforced by the House Parents throughout the period of occupancy. • Routine internal audits and visits are undertaken and /or coordinated to ensure success of the service.
<p>Supervision and Training</p> <ul style="list-style-type: none"> • To attend regular training, supervision and coaching sessions as required. • Maintain safety and best practice for the House Parents, the whānau and the organisation. 	<ul style="list-style-type: none"> • Best Practice is employed in the House. • The Young Parents transition effectively into the community.
<p>Quality and Development</p> <ul style="list-style-type: none"> • Ensure and/or contribute to continuous quality improvement to process and procedures within the House and the wider service provided to young parents and their child/children. • Regularly review, plan and report against outcomes as required. 	<ul style="list-style-type: none"> • Continuous quality management improvement processes are being applied and reported to Service Delivery Manager.

GENERIC JOB REQUIREMENTS

<ul style="list-style-type: none"> • Actively participate in Te Aka Ora kaupapa activities including noho marae, tikanga and te reo sessions, waiata, staff meetings etc. • Input into the development and implementation of annual plans • Follow and enforce organizational policies and procedures • Ensure growth and Development of Parents and whanau within a Home and Whanau environment • Adapt to and maintain a team & physical environment to enhance high quality performance. • Additional requirements as per Management request.
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These responsibilities may be revised from time to time by Management in Consultation with the Employee.

Key Performance Indicators will be used for the purposes of performance planning, appraisal and review along with such other performance targets as may be negotiated.

PERSON SPECIFICATIONS:

QUALIFICATIONS

Essential:

- A Current Full Drivers License.

Desirable:

- Diploma in Social Work *or* relevant tertiary qualification;
- Current registration with approved social workers national body or working towards;
- A sound knowledge of child abuse and child protection issues;
- A sound knowledge of health and education issues

Professional Development

- To participate with Management in performance appraisal to identify areas for professional development

SKILLS AND EXPERIENCE

Essential:

- Ability and experience in working with young parents and their child/children
- Role model for good practice for parents
- Ability to work cross culturally
- Knowledge of Tikanga Māori particularly whanaungatanga
- Good written and oral communications skills
- An in-depth understanding of Kahungunutanga, Māori and/or Pacific nation communities and family structures
- Clean Police Record (A Police Check clearance and a Child Youth and Family Vetting process will be required to be satisfied before position is offered)
- Current First Aid Certificate
- Knowledge of, and willingness to promote the Kaupapa of Te Aka Ora (Organisational Mission, Goals, Philosophies and commitments) and Tikanga Māori

Desirable:

- Understanding of Tikanga and Te Reo Maori

PERSONAL ATTRIBUTES

Essential:

- Honesty and Integrity
- Knowledge of Strength Based practice
- Caring and Empathetic

- Non-judgmental
- Reliable
- Sound decision maker
- Punctual
- Flexible
- Positive
- Committed to whānau development
- Absolutely confidential and trustworthy with Te Aka Ora Charitable Trust intellectual property and private and confidential information relating to the young parents and their child/children
- Excellent oral and written communication skills
- Good organizational and time management skills
- Possess good initiative and self motivation
- Ability to work as part of a team
- Understanding of the Principles of Te Tiriti o Waitangi
- Possess a good sense of humour and fun

Review to align with New Service Specifications