



TE AKA ORA CHARITABLE TRUST

Teen Parent Intensive Case Worker

Position Description

Position Title: Teen Parent Intensive Case Worker
Reports to: Chief Executive Officer through Practice Manager
Location: 232 Rutene Road Gisborne and 9 Temple Street Gisborne.
Accountability: Practice Manager & Chief Executive Officer
Functional Relationships: TAO colleagues; whanau; Police; Oranga Tamariki; welfare, health and community agencies and other youth work organisations.

Working Hours:

Flexibility is needed within this role, primary work hours will take place between Monday to Friday, 8 am – 4.30 pm.

Primary Purpose of the Position:

The Teen Parent Intensive Case Worker (TPICW) will provide social work services which promote the protection, wellbeing and best care of children and teen parents in safe whānau. The TPICW will work toward this goal through the delivery of a range of intervention strategies designed to meet desired outcomes, specified by the Minister of Social Development.

The Teen Parent Intensive Case Worker deals with the needs of teen parents and their children by providing a range of interventions which improves their health, education, welfare and developmental outcomes. The TPICW will work towards achieving goals and desired outcomes by delivering services which align with MSD Service Specifications for Teen Parents and their Children.

Key responsibilities

Social work practice:

- Information gathering and analysis at intake and intervention phases
- Planning, implementation and review of appropriate interventions, in conjunction with the supervisor, and where appropriate, an assigned co-worker
- Preparing reports as required, based on extensive and accurate information gathering and analysis
- Using existing professional practice tools and those which may from time to time be introduced by the Organisation.
- Providing appropriate information to clients, professionals, colleagues and others in order to maximise good decision making processes
- Providing case management in conjunction with the practice manager and other relevant parties
- Keeping factual and timely formal records through the use of computer based and other information systems.
- Co-operating with any agreed quality assurance process operated by the Organisation.
- Advocating for clients and helping them develop skills and confidence to access services independently
- Ongoing relationships with Teen Parents whilst maintaining professional boundaries and establishing safe processes to ensure the safety of staff and clients
- Early interventions and prevention strategies – services are safe, non-judgemental and accounts for differences
- Effective coordination and integrated services strategies
- Confidentiality – treat all information relating to the Teen Parents and their child/whanau according to the principles of the Privacy Act 1993

Relationship and inter-agency:

- Making a positive contribution to the development of a co-operative relationship with the supervisor and the Te Aka Ora team

- Working collaboratively and constructively with other social work colleagues, professional advisors, managers and other employees of Te Aka Ora Charitable Trust, as well as other agencies and organisations the Trust may be in partnership
- Developing and maintaining effective links with a range of other people and agencies in order to maximise services built on inter-agency collaboration. This will include links with appropriate Maori and Pacific island peoples, community groups, professional agencies and other client groups that relate to the practice area.

Organisational:

- Following legislative requirements, and Te Aka Ora policies and practices at all times.
- Seeking approval for funding of interventions on a case by case basis within defined parameters
- Accepting responsibility for accurate entering of data required for casework recording and service information in a timely manner.
- Accepting and obeying all lawful and reasonable instructions given by supervisor and the service manager.

Self-management responsibilities:

- Planning and taking opportunities for training, coaching and other professional development possibilities
- Managing work priorities, personal workload and stress levels with the support of the supervisor
- Complying with the Trust's policies on health and safety in the workplace and participating as part of the organisation to provide for a safe and healthy work environment
- Complying with requirements of the Supervision policies.

Other activities:

- Undertaking any other appropriate activities that fall within the purpose of the position stated at the beginning of this job description.

Desired outcomes

carrying out the responsibilities and accountabilities outlines above, the TPICW will be contributing towards the following outcomes:

Short term:

- Children and their Teen Parents are in a safe environment receiving proper care and control
- Identifying pre-existing risk factors and providing interventions to minimise disadvantages for Teen parent and child
- Developing individual plan with the client to achieve the agreed goals for the future
- Assist Teen parents to learn life and parenting skills, to promote awareness of risks associated with raising their children safely.
- Using a strength based approach to empower clients by recognizing their strengths and resilience to control their present and future circumstances
- Support Teen Fathers to develop parenting skills and knowledge to build a relationship with their child

Medium term:

- Children and their Teen Parents continue to be safe and to progress toward a satisfying and productive adult life
- Desired outcomes are achieved for all children and young people in the care of the Trust.
- Provide health promotion activities such as exercise programmes, smoking cessation, breastfeeding support ,address alcohol and drug abuse through appropriate services and provide activities that build confidence and self esteem
- Enhance and strengthen VTPs access to whanau engagement and support where appropriate

Long term:

- Teen Parents have developed good knowledge of life skills such as budgeting, cooking, shopping, managing relationships and maintaining a healthy lifestyle, safety awareness and home care.
- Children and Teen Parents are healthy and developing appropriately. Ensure children attend quality child care and early childhood education
- Teen Parents manage their fertility, encourage contraceptive compliance and reduce the likelihood of unplanned repeat pregnancies
- Teen Parents return back to education, training or employment
- Networking and access to Youth specific services
- Teen Parents have developed parenting knowledge and skills to care for their child and live independently
- Support transition of Teen Parents from supported housing to other types of accommodation

Key accountabilities and authorities

To contribute as part of the organisation to:

- Work with families, communities, other agencies and professionals to protect children and their Teen Parents; and to provide advice and support to teen parents around family planning and parenting.

o deliver quality services that are:

- in compliance with the Oranga Tamariki Act 1989, the Public Finance Act 1989, Vulnerable Children Act 20 and with other relevant legislation and regulations
- consistent with the Trust's policies and procedures, including the Code of Conduct
- respecting and responding in a culturally appropriate manner which is consistent with the Treaty of Waitangi, and the tikanga and kawa of all whānau, hapū and iwi of the area in which the Trust services.
- Cost effective and within financial parameters set by the service manager.

Appointee specification

Qualification

- A qualification in social work (minimum of a Diploma at level 6, or Degree at level 7 or higher) is the preferred qualification.
- Consideration will be given to applicants who have successfully achieved some papers towards a qualification in social work, or with a completed tertiary qualification (level 6 and above) containing papers that provide a theoretical framework for understanding human behaviour and there is a clear commitment to completing a recognised social work qualification.
- Consideration may also be given to other applicants provided the essential and desirable requirements are met and there is a clear commitment to achieving a recognised social work qualification
- A clean, current Full driver's licence is an essential requirement.

Key competencies

The following competencies are required for entry to this position:

- **Resilience** – a demonstrated ability to persevere through periods of heavy workloads in stressful situations. Examples of the characteristics of resilience include patience, optimism, a positive attitude, sense of humour and internal locus of control
- **Communication skills** – the ability to effectively communicate either verbally, visually, non-verbally and in written form.
- **Listening and responding** – an ability to listen, to interpret, clarify and respond accordingly.
- **Influencing others** – An ability to influence others through appropriate use of directive and non-directive means
- **Interpersonal understanding** – the ability to understand the reasons for the feelings and behaviour of others through the ability to interpret unspoken or partially expressed thought, feelings and concerns

- **Conceptual thinking** – the ability to identify patterns or connections between situations; identify key or underlying issues in complex situations and resolve these by using creative, conceptual and inductive reasoning.
- **Analytical thinking** – the ability to understand a situation by breaking it into smaller pieces, to be systematic, to trace cause and effect implications, and to set priorities.

- **Task centred** – the ability to organise work through an efficient use of time, setting targets, monitoring and evaluating client progress and achieving positive results
- **Self-confidence** – confidence in one’s own judgement and a willingness to express an independent point of view.

The following competencies are highly desirable for entry for this position:

- **Relationship building** – An ability to engage with clients, agencies, interest groups to build professional relationships

- Cultural awareness – recognising the needs of all people including Maori, Pacific, ethnic communities and all other communities to have the Teen Parent Service provided in a way that is consistent with their social, economic, political, cultural and spiritual values

- **Team work and co-operation** – a commitment to work proactively and co-operatively as part of a team, and to be flexible in a changing work environment.

Personal commitment

Demonstrated evidence of commitment to the following is required:

- The Te Aka Ora Charitable Trust’s vision, mission and goals

- Registered to practice social work under Social Work Registration Board guidelines or recognised equivalent; or working towards registration.
- Willingness to continue Professional Development
- Understanding of historical effects of Treaty of Waitangi and Puaote-Atatu
- Working with clients and colleagues in a culturally sensitive and appropriate manner.
- Equal employment opportunities, including a knowledge of and commitment to the Trust's policies.