



## Position Description

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**Date:** July 2020

**Position:** Caregiver/House Parent

**Location:** **Soutars Avenue or any other home within Whakatane District**

**Responsible to:** Care & Protection Co-ordinator

The Care & Protection Co-ordinator will maintain contact with the Caregiver/house parent for network servicing and responsive availability of the Family Home

**Primary Purpose:** To provide a safe and healthy home environment for tamariki and young people taken into Iwi care under the Oranga Tamariki Act 1989

**Whanau Composition:**  
**The Caregiver/House Parent may be composed of:**

- A couple (preferred)
- A responsible widowed or single parent

**Qualities:**  
**The Caregiver/House parent must possess each of the following qualities:**

- Knowledge and practice of Manaakitanga, whananaungatanga, wairuatanganga, mana tamaiti.
- Practical knowledge and ability to manage a domestic environment ie keeping a clean home, regular washing and daily
- A working understanding of the organisation philosophy
- In cooperation with the wider range of wrap around services of Ngati Awa provide the appropriate support to client referrals
- Awareness of the situations that constitute the need for care and protection of children and young persons
- Ability to practice and adhere to cultural considerations of a client referral
- Provide practical and emotional support toward young persons who have experienced neglect or abusive home environments
- Provide appropriate stimulus for a child or young person
- A knowledge and understanding of Ngati Awa tikanga me ona reo

**Experience:**  
**The suitable House Parent will:**

- Practice positive parenting techniques using child centred approaches
- Use strength based practices to apply disciplinary strategies where appropriate and required.
- Be familiar with whanau care and support
- Demonstrate stability in the home environment

- Manage and/or organise comfortable living environment for young persons who have experienced traumatic home environments
- Comply with organisational house rules, policies and procedures
- Provide positive mentoring and all round life skills and experiences including outdoor activities
- Ensure that tamariki and young persons are enrolled and engaged in early learning (ECC kohanga reo) and kura.
- Provide a home that encourages kaupapa Maori behaviours and the use of te reo

**Conditions:**

**The Caregiver/House Parent may exercise the following rights:**

- To be treated as a co-worker of Te Tohu o Te Ora o Ngati Awa and be shown respect
- Consideration for further organisation training as a Caregiver/House Parent
- Access to sound guidance and directions by someone who is qualified, experienced and well informed including professional supervision

**NASH will exercise the following rights:**

- Expect enthusiasm, conscientiousness and understanding from the House Parent
- To decide where the client referral will be placed in consultation with the House Parent
- To diplomatically express opinions about poor delivery of Family Home responsibilities
- Expect loyalty to the organisation and its kaupapa
- The right to release an undesirable House Parent after a satisfactory evaluation of the service is delivered

**Responsibility:**

The House Parent will be responsible for the health, safety and welfare of client referrals as occupants of the household.

**Occupants:**

Occupants of a Ngati Awa Family Home will comprise of the House Parent, their children (if any) and referred clients.

- Client referrals will be those referred from the Care & Protection Supervisor
- Referrals from Government Agencies, Community Organisations and Individuals will come through the Senior Social Worker who is responsible for approving all referrals to the NASH Family Home
- Client referrals will be treated fairly and equally to those in permanent occupancy of a Family Home
- All occupants will observe House Rules as applied by the House Parents
- Application to management for removal of a client from a Family Home will be considered and carried out if misconduct, incompatibility, violence or abuse occurs within the confines of that Family Home. The decision will be made by the Senior Social Worker after discussion with the House Parent
- Client referrals must agree to be placed in a Family Home and may be notified of other options for accommodation, lenient or otherwise
- A client referral who becomes an occupant of any Ngati Awa Family Home may be:
  - An abused child or young person
  - A solo parent and child whereby special conditions will apply
  - A child or young person receiving NASH assistance
  - A child or young person who is homeless and hungry
  - A child or young person who has been orphaned
  - A child or young person requiring minimum/mild secure care

**Personal Characteristics**

- A mature and responsible approach to minors with social and behavioural difficulties
- A commitment to the enhancement of Maori initiatives

- Ability to work independently
- Acceptance and standing in their own whanau and/or community
- Understanding the impact of children's behavioural patterns
- Communicate effectively with young people and authoritative peers
- Ability to tune in accurately to the feelings, moods, needs and attitudes of tamariki
- Able to adopt a flexible home environment coupled with strength based disciplinary measures as appropriate
- Positive attitudes toward cultural and gender difficulties being experienced by the tamariki or young persons

**Function:**

The NASH Family Home is a home provided for the care and protection of any child or young person referred to and accepted by NASH.

**The Family Home will function as:**

- A temporary to long term family home for tamariki and young person referrals requiring care & protection
- A self supporting residential home for tamariki in care

All client referrals to the house will be approved by the Care & Protection Co-ordinator prior to entering a NASH Family Home.

**Accountability**

- The House Parent in conjunction with the Care & Protection Co-ordinator will compile reports on personal progress of client referrals in a NASH Family Home on a weekly basis
- The House Parent will keep all invoices and receipts relating to provisions of clients referrals and will ensure all financial assistance received will be spent in pursuance of the care and protection of client referrals
- The House Parent will be accountable to the Care & Protection Co-ordinator
- Client referrals and their personal situations must be kept confidential ensuring the welfare and protection of the child or young person remains intact
- All House Parents will participate in a performance appraisal appropriate to their level of care giving. These appraisals are the method by which the organisation will recognise the need for training and personal development
- Performance appraisals will be provided on a regular basis

SPECIFIC RESPONSIBILITIES AND TASKS	MEASURES
<p><b>Care of clients</b> Provide a safe and caring environment for client referrals. This includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>▪ Delivering appropriate messages and acceptance of the clients</li> <li>▪ Ensuring the house is always clean and any identified hazards are eliminated, isolated or minimised</li> <li>▪ Informing clients of the evacuation procedure and running regular drills</li> <li>▪ Providing support, guidance and understanding</li> <li>▪ Positive role modelling for nga tamariki</li> <li>▪ Working with appropriate agencies, organisations and individuals as appropriate</li> <li>▪ Encouraging tamariki and young people in self identified and driven solutions</li> <li>▪ Working on behalf of the tamariki first and foremost</li> <li>▪ Teaching positive values by leading by example in the Family Home</li> <li>▪ Ensuring appropriate induction for incoming tamariki and young people</li> <li>▪ Adhering Health and Safety policies and procedures</li> </ul> <p>Tamariki and young persons are taken to doctors/hospital when deemed necessary to do so</p> <p>Tamariki and young persons receive no less than three (3) nutritious meals per day</p> <p>Being available when/if any tamariki or young person are unable to partake in the school or programme and need to stay at home</p> <p>Available one week of each school holiday period and over the Christmas period for caring for clients</p> <p>Transport of tamariki and young persons to places when requested by Senior Social Worker</p> <p>Random checks carried out to ensure the boys are at home (these can be done at anytime)</p> <p>Advise the Senior Social Worker of any changes in the tamaiti, tamariki or young persons demeanour and/or behaviour and changes in your own circumstances (e.g. holidays, other people visiting or personal issues)</p> <p>Provide appropriate discipline for unacceptable behaviour from tamaiti, tamariki or young persons with Social Worker guidance when required</p>	<p>Feedback from clients and Care &amp; Protection Co-ordinator</p> <p>Positive house inspections will be achieved</p> <p>Accident and Hazard books will be maintained</p> <p>Quarterly evacuation drills are held and evidenced in the Health and Safety Committee records.</p> <p>Improved health and wellbeing outcomes of the child will be able to be identified within the Individual and Whanau careplans.</p> <p>Discharge form from hospital Care &amp; Protection Co-ordinator notified Recorded in diary</p> <p>Weekly menu plans Clients have cut lunches for kohanga reo and kura Receipts from shopping indicate the type of food being eaten</p> <p>Tamariki and young persons are cared for at Family Home when sick</p> <p>Clients are looked after one week of each school holiday period Staff and community feedback on location of clients</p> <p>Keep a record in the daily logbook</p> <p>Senior Social Worker notified if tamariki or young person have absconded and Incident book completed</p> <p>Standards of Practice are maintained No change in the standard of care provided</p> <p>Clients are disciplined appropriately (according to disciplinary policy)</p> <p>Action taken is recorded on client file with reason for discipline</p>

<p><b>Participation of Tamaiti, Tamariki and young persons</b></p> <p>Tamariki and young persons are assigned age appropriate set tasks daily e.g. doing dishes, bringing washing in off line, helping prepare meals, making their own lunches, keeping their rooms tidy, etc</p> <p>Tamariki and young person have input into things that are being planned in the Family Home e.g. help set weekly menu, identify things that they can do at home with resources they have, able to input into things that they would like to do with all the other people in the house</p> <p>House Parent and tamariki implement process for hazard identification and identification of ways to eliminate, isolate or minimise hazard</p>	<p>Roster developed and evidenced Tasks completed daily</p> <p>Rules are set and displayed in the Family Home Regular whanau (family) meetings are held</p> <p>Hazard identification forms are completed and on file All incidents/accidents which are a result of a hazard are recorded in the incident/accident book</p> <p>Review of hazards conducted on a regular basis</p>
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<p><b>Commitment to team approach</b> Participates fully in implementing a team approach to client service by and working co-operatively with other disciplines within the team e.g. Senior Social Worker, Drug &amp; Alcohol Worker, Asthma Educator, Health Promoter (re nutrition &amp; physical activity)</p> <p>Works proactively with Programme facilitators to ensure client attendance at programmes.</p>	<p>Gives and receives feedback and demonstrates commitment to continuous improvement of the team.</p> <p>Regular meetings with Care &amp; Protection Co-ordinator Notes/Minutes from meetings Activities are diarised</p>
<p><b>Public relations</b> Promotes the organisation through networking and building alliances with community agencies and hapu and iwi.</p>	<p>Evidence of positive networking within the community</p>
<p><b>Professional development</b> Prepares an annual professional development plan that meets both personal and organisational objectives</p> <p>Undertakes regular supervision with Senior Social Worker</p> <p>Improves skills, knowledge and qualifications through participation in continuous learning</p> <p>Participates fully in the planning and review process.</p>	<p>Plan is documented, discussed with Care &amp; Protection Co-ordinator and then agreed with Community Services Manager</p> <p>Supervision Agreement form is completed Regular Supervision occurs Supervision notes Evidence of safe practice.</p> <p>Learning goals are documented and learning outcomes can be demonstrated.</p> <p>Objectives are set and achieved. Self-evaluation is provided for Planning and review meetings.</p> <p>Regular sessions documented. Positive evaluations.</p>
<p><b>Cultural sensitivity</b> Undertakes appropriate training as required.</p> <p>Works in a way that promotes and ensures culturally appropriate practices.</p>	<p>Training attended and learning put into practice. Where possible Te Pou Mataaho wananga are attended</p> <p>Cultural protocols are observed and advice is taken when necessary.</p>

<p><b>Administration/Record Keeping</b> All files are maintained</p> <p>Maintains an incident register for the Family Home</p> <p>Diary is used effectively for recording appointments and where clients are</p> <p>Complies with requirements for collection of statistical data.</p> <p>Accident and Hazard identification process completed and recorded</p> <p>Contributes to continuous improvement of quality systems and procedures.</p> <p>Is familiar with the Policies and Procedures of the service and adheres to these guidelines.</p> <p>Confidentiality is maintained at all times</p>	<p>All relevant information pertaining to tamariki and young person is on file</p> <p>Ideas for improvement are provided to the team. New procedures are documented.</p> <p>Reports are documented and available.</p> <p>Information is accurate and available on request</p> <p>Information is kept on file and available for review on request New hazards identified are recorded Record of when clients are notified of hazards is kept on file</p> <p>No evidence of non-compliance with policies or procedures.</p> <p>No evidence that confidentiality has been breached</p>
<p><b>Variance</b> The accountabilities and responsibilities in this document may vary from time to time according to the external environment, the needs of NASH and the needs and expectations of clients.</p>	

Signed: .....

Date: .....