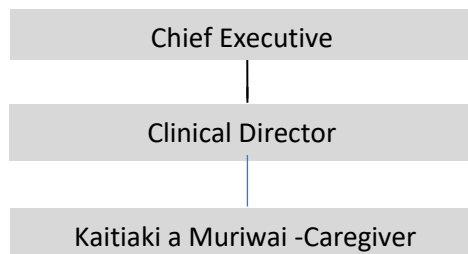


Position Description



POSITION TITLE	Kaitiaki a Muriwai-Caregiver
LOCATION	Whakatane- Residential Houses
REPORTS TO	Clinical Director
RESPONSIBILITIES	Te Manaia a Muriwai
PURPOSE OF POSITION	To provide a safe and healthy home environment for tamariki and young people in custody under the Oranga Tamariki Act 1989 and in accordance with the National Care Standards.
NASH VISION	Te Pou Mataaho – the achievement of optimum health and wellness for clients we work with and their whanau, hapū and Iwi.
NASH MISSION	To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.
NASH VALUES	Tika – working with integrity Whakapono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

Nil.

RELATIONSHIPS

Internal

- CEO
- Te Pou Manukura o Rehua Ariki
- Service Managers
- NASH Staff
- NASH Trustees
- Ngati Awa uri and Marae

External

- Clients and/or whanau
- Government agencies
- Iwi and Maori Health & Social Service Providers
- Community Providers

QUALITIES

The caregiver will demonstrate the following attributes:

- Practice positive parenting techniques using child centred approaches.
- Use strength based practices to apply behaviour management 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 trauma.
- 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 / Caregiver 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
- 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 Caregiver
 - To decide where the client referral will be placed in consultation with the Caregiver
 - 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 Caregiver(s) after an unsatisfactory evaluation of the service is delivered.

OCCUPANTS

Occupants of Ngati Awa homes will consist of the Caregiver and referred child or young person.

ALL onsite visitors will require approval via the Care and protection Social Worker, no kaimahi family members will be allowed onsite without prior approval. This also includes approval to take a child or young person to a kamahi place of residence.

- Referrals from Government Agencies, Community Organisations and Individuals will come through the Triage team and an MDT meeting will be scheduled to assess and allocate the referral.
- The lead Social Worker will be responsible for overseeing the development of a transition plan and ensuring that the plan is communicated to the required team members.
- 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 organisation.
- Application to management for removal of a client from 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 lead Social Worker after discussion with the Caregiver.
- 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 / Residential Homes 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 high and complex support.

PERSONAL CHARACTERISTICS

- A mature and responsible approach to children and young person/s with social and behavioural difficulties.
- A commitment to the enhancement of Maori initiatives.
- Ability to work independently and also to work within a team.
- Acceptance and standing in their own whanau and/or community.
- Understanding the impact of childrens behaviour.
- Communicate effectively with young people and 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 support 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 / Residential Home will function as:

- A temporary to long term family home for tamariki or young person referrals requiring care and protection.
- A self-supporting residential home for tamariki in care.
- All client referrals to the house will be approved by the Caregiver-Social Worker prior to entering a NASH Family Home.

ACCOUNTABILITY

- The Caregiver will enter daily progress notes form each child/young person into the client management data base-excess within 24 hours.
- The Caregiver will keep all invoices and receipts relating to provisions for client referrals and will ensure all financial assistance received will be spent in pursuance of the care and protection of client referrals.
- The Caregiver will be accountable to the Care & Protection Coordinator.
- Client referrals and their personal situations must be kept confidential ensuring the welfare and protection of the child or young person remains intact.
- All Caregivers 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.

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
<p>Care of the child or young person:</p> <ul style="list-style-type: none"> • Provide a safe and caring environment for referrals. This includes (but is not limited to): • Delivering appropriate messages and acceptance of the clients. • Ensuring the house is always clean and any identified hazards are eliminated, isolated or minimised. • Informing clients of the evacuation procedure and running regular drills. • Providing support, guidance and understanding. • Positive role modelling for nga tamariki. • Working with appropriate agencies, organisations, and individuals as appropriate • Encouraging tamariki and young people in self-identified and driven solutions. • Working on behalf of the tamariki first and foremost. 	<ul style="list-style-type: none"> • Positive feedback from the child/young person and their whanau and other stakeholders. • Positive house inspections will be achieved. • Accident and Hazard books will be maintained. • Quarterly evacuation drills are held and evidenced in the Health and Safety Committee records. • Improved health and wellbeing outcomes of the child will be able to be identified within the Individual and Whanau care plans. • Recorded in daily diary/excess data base • Weekly menu plans • Clients have cut lunches for kohanga reo and kura • Receipts from shopping indicate the type of food being eaten. • Tamariki and young persons are cared for at Family Home when sick • Clients are looked after one week of each school holiday period • Staff and community feedback on location of clients • Keep a record in the daily logbook

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
<ul style="list-style-type: none"> • Teaching positive values by leading by example in the Family Home. • Ensuring appropriate induction for incoming tamariki and young people. • Adhering Health and Safety policies and procedures. • Tamariki and young persons are taken to doctors/hospital when deemed necessary to do so • Tamariki and young person's receive no less than three (3) nutritious meals per day • Being available when/if any tamariki or young person are unable to partake in the school or programme and need to stay at home • Available one week of each school holiday period and over the Christmas period for caring for clients • Transport of tamariki and young persons to places when requested by Senior Social Worker • Random checks carried out to ensure the clients are at home (these can be done at any time) • Advise the Lead Social Worker of any changes in the tamaiti, i or young person's demeanour and/or behaviour and changes in your own circumstances (e.g. holidays, other people visiting or personal issues) • Provide appropriate discipline for unacceptable behaviour from tamaiti, or young persons with Social Worker guidance when required 	<ul style="list-style-type: none"> • Senior Social Worker notified if tamariki or young person have absconded, and Incident book completed • Standards of Practice are maintained • No change in the standard of care provided • Clients are disciplined appropriately (according to disciplinary policy) • Action taken is recorded on client file with reason for discipline
<p>Participation of Tamaiti, and or young person:</p> <ul style="list-style-type: none"> • Tamariki and young persons are assigned age-appropriate set tasks daily e.g. doing dishes, bringing washing in off the line, helping prepare meals, making their own lunches, keeping their rooms tidy, etc • 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 • House Parent and tamariki implement process for hazard identification and identification of ways to eliminate, isolate or minimise hazard 	<ul style="list-style-type: none"> • Roster developed and evidenced • Tasks completed daily • Rules are set and displayed in the Family Home • Regular whanau (family) meetings are held • 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 • Review of hazards conducted on a regular basis

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
<p>Professional development</p> <ul style="list-style-type: none"> • Prepares an annual professional development plan that meets both personal and organisational objectives • Undertakes regular supervision with Caregiver- Social Worker • Improves skills, knowledge, and qualifications through participation in continuous learning • Participates fully in the planning and review process. 	<ul style="list-style-type: none"> • Plan is documented, discussed with Care & Protection Co-ordinator, and then agreed with Community Services Manager • Supervision Agreement form is completed • Regular Supervision occurs • Supervision notes • Evidence of safe practice. • Learning goals are documented and learning outcomes can be demonstrated. • Objectives are set and achieved. Self-evaluation is provided for Planning and review meetings. • Regular sessions documented. • Positive evaluations.
<p>Contract Compliance/Audits</p> <ul style="list-style-type: none"> • Ensure contractual compliance in relation to Care and Protection and Shared Care standards. • Participate in quarterly monitoring visits and/or phone calls with funder. • Contributes to audits and reviews being undertaken by the funder or their delegated audit organisation e.g. Health Share. 	<ul style="list-style-type: none"> • Contractual requirements set by funders are met. • All quarterly monitoring visits are attended. • Participation in all audits and reviews undertaken by funders or their delegated audit organisation, including completing any response questionnaires prior to audit/review.
<p>Administration</p> <ul style="list-style-type: none"> • Ensures all whānau/client information is entered into Exess CMS. This includes uploading of forms, and completion of the necessary tabs including (not limited to): <ul style="list-style-type: none"> - Identity - Status - Referrals - Family - Factors - Case Notes - Plans - Assessments - Exits • Accurate, timely and systematic production and storage of case management files and records, as per the organisation's policies and procedures. • Provide information to Manager when required. • Time target is used for recording hours worked and requesting leave. • Annual performance appraisals are completed. 	<ul style="list-style-type: none"> • Exess is used comprehensively for case management. • All documentation is stored in accordance with the organisations Policies and Procedures. • Information provided as requested by Manager. • Time target is used effectively. • Performance appraisals are completed annually. • Areas of development are identified through performance appraisal process.
<p>Health Safety & Incident Management</p> <ul style="list-style-type: none"> • Provision and notice of evacuation procedures. • Prevention processes for accidents and other risks to children, staff, whanau and other persons. • Incident management policy implementation 	<ul style="list-style-type: none"> • Compliance with health and safety policy and procedures. • Risks identified included in Risk Register.

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
<ul style="list-style-type: none"> Compliance with Health and Safety at Work Act 2015. Other related health and safety functions as required. 	
<p>Quality</p> <ul style="list-style-type: none"> Contribute to the development and the implementation of quality system for service. Ensure compliance with all policies and procedures of the organisation. Service delivery risks identified and reported on, and controls put in place to eliminate, isolate or minimise risks. 	<ul style="list-style-type: none"> Quality plan developed for Whānau Navigation Service. Compliance with all Te Tohu o Te Ora o Ngāti Awa policies and procedures. Service delivery risks are reported to Manager. Risks identified are managed, mitigated or eliminated. Risk register includes identified service delivery risks.
<p>Marketing and Promotion</p> <ul style="list-style-type: none"> Positively promote and market the services we provide Promote the organisation 	<ul style="list-style-type: none"> Te Tohu o Te Ora o Ngati Awa has a positive name in the community. Feedback from key stakeholders and others in the community is positive.
<p>Relationship Management</p> <ul style="list-style-type: none"> Build positive relationships with stakeholders Develop and maintain effective working relationships with key internal staff and management Participate in events and hui that will develop positive working relationships with networks with whānau, hapū, Iwi, agencies, providers and the community 	<ul style="list-style-type: none"> Strong relations with key stakeholders established and maintained. Strong working relationships established and maintained with key internal staff. Attendance at appropriate events.
<p>Te Pou Mataaho</p> <ul style="list-style-type: none"> Attend all Te Pou Mataaho wānanga. Contribute towards implementing Te Pou Mataaho within service and within Team. Participate in Te Pou Mataaho related activities as requested by Manager. 	<ul style="list-style-type: none"> Te Pou Mataaho wānanga attended. Te Pou Mataaho is implemented into service delivery and within Team. Participation in other Te Pou Mataaho activities as per Manager request.
<p>Variance</p> <ul style="list-style-type: none"> 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. 	

PERSON SPECIFICATION

Essential

- Knowledge and practice of manaakitanga, whanaungatanga, wairuatanga, mana tamaiti.
- Practical knowledge and ability to manage a domestic environment ie keeping a clean home, regular washing, cooking.
- 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 child or young person.
- Willingness to provide practical and emotional support toward young persons who have experienced neglect or abusive in previous care arrangements.
- Provide appropriate stimulus for a child or young person.
- A knowledge and understanding of Ngati Awa tikanga me ona reo.
- Current full clean driver's license

Desirable

- Understanding of confidentiality and its application in the health and social sector
- Understanding of health and safety and processes ensuring compliance with all health and safety policies and procedures

JOB DESCRIPTION CREATED / AMENDED

Date: April 2022

SIGNATURES

On behalf of Te Tohu o Te Ora o Ngāti Awa: _____ Date: _____
Signature

Employee: _____ Date: _____
Signature