

Kairuruku Whare – Kaupapa Rakatahi Transition House Co-ordinator



Job Description

Job Title: Kairuruku Whare - Kaupapa Rakatahi – Transition House Coordinator

Location: Waihōpai Invercargill

Version: 1.1

Reporting To: Kaiwhakahaere Chief Operations Officer

Section: Community Services & Support

Functional Relationships with

Internal

Kaiwhakahaere Hapori Rakatahi Youth Transition House and Community Manager

Taituara a Hāpori Community Services Specialists

Kairuruku Tāngata Pūkenga People & Capability Coordinator

Kaiārahi Hakarau Pāroko Chief Advisor Data

Kaiwhakahaere Chief Operations Officer

Kaiwhakawhanake Pakihi Chief Development Officer

Kairuruku Hauora Haumarū Health & Safety Co-ordinator

Kaiwhakahaere Whare – Kaupapa Rakatahi – Transition House supervisors

Coordinators of relevant services

Administration Staff

Other Methodist Mission Staff

External

Client Whānau/Families

External Service providers (NGO's, PHO etc)

Te Rūnanga o Ngāi Tahu, Mana Whenua and the wider Māori community

Voluntary, Disability & Whanau groups working in the Sector

Community Providers

Southern District Health Board Services

Oranga Tamariki

Ministry of Social Development (MSD)

Statutory Agencies – Police, Probation and Ministry of Justice

Plunket

Purpose of the position:

To work in accordance with the philosophy and guiding principles of Methodist Mission.

To co-ordinate, develop or redevelop life-skills and life-roles of YTH and Young Mum clients in coordination with the Taituara a Hāpori – Community Services Specialist – Transition Houses

To promote and support best practice (including best practice models when working alongside Māori) in all aspects of service delivery

To lead the Transition house team to enable them to effectively deliver services to service users and their whānau/family

To provide a focus on maintaining the Transition house environments, resources needed for service delivery in the houses, and oversight of the day to day running of the houses.

To support Kaiwhakahaere Whare – Kaupapa Rakatahi deliver services in line with the philosophy and principles of the Methodist Mission.

Accountabilities	Performance Outcomes
Case Management	<ul style="list-style-type: none"> • Every client as an individual, goal focused House Plan which meets the standard required by the organisation, is developed in a timely manner and reviewed as per agency standard. This would be with Kaiwhakahaere Whare – Kaupapa Rakatahi and at least monthly with whanau/significant others. Work with the Taituara a Hāpori to ensure the House Plan aligns with their individual goal plan • Case Management services occur for all service users ensuring the development, management, review and overall co-ordination of the services. Ensure support is efficient, effective and flexible to meet the changing needs of service users and standards of care are met. Attend and contribute to meetings as required. • Accurate records are maintained in an efficient and timely manner.
Staff Management	<ul style="list-style-type: none"> • Rostering and leave management • Co-ordination of the orientation and mentoring of new Transition House supervisors. • Participate in staff induction • Ensuring staff resources are distributed to new staff and accounted for on their departure
Service Delivery	<ul style="list-style-type: none"> • Services are client and family centered and delivered according to contracted obligations and boundaries and Mission policy and procedure. • YTH and Young Mums promotion and liaison occurs in the community. • Standards of care are met in terms of Ministry of Social Development (MSD) and all contractual and service specification requirements and agency policy and procedure.
Operational	<ul style="list-style-type: none"> • Statistical and Narrative Report Information is provided as requested in a timely and professional manner. • Establish and maintain good working relationships with all Methodist Mission staff. • Confidentiality is maintained in regard to all service users and staff information that the agency holds. • Oversee the co-ordination of the staff and On-Call roster. • Be an active participant in the Leadership Team meetings and attend and contribute to agency meetings as required. • Provide agenda and minutes for weekly team meetings with Transition House staff • Identify any staff concerns and escalate

Policy & Quality	<ul style="list-style-type: none"> • Documentation is completed to Mission standard within identified timeframes to reflect contact with or on behalf of a service user. • The Mission's strengths-based model & philosophy is used in all planning, delivery and interactions. • Ensure internal processes are in place to promote best practice in accordance with Mission policy and procedure. • Ensure input into the policy, procedure and form development processes occurs in a timely manner. • Risks to the Mission are identified
Self-Management	<ul style="list-style-type: none"> • Plan and manage own work to achieve desired results on time, within budget and to required standard. • Maintain own professional development.
Health & Safety	<ul style="list-style-type: none"> • Methodist Mission health and safety policies are understood and relevant procedures applied to work activities. • Workplace hazards are identified and reported. • Any risk to the Mission is identified and reported to the Kaiwhakahaere in a timely manner.
Facility Management	<ul style="list-style-type: none"> • Distribution of household tasks to all Kaiwhakahaere Whare – Kaupapa Rakatahi (includes house and garden care). • Weekly review of houses and office noticeboards, ensuring information is relevant and up to date. • Weekly review and co-ordination of mail. • Management of Petty Cash. • Co-ordination of shopping lists and house meetings. • Shopping form/receipt signed off weekly. • Weekly checking of medication dispensing. • Key reconciliation in regards to casual staff. • Liaison with Staff Support regarding repairs and maintenance for the house, including grounds and METHODIST MISSION vehicles. • Co-ordination of fire drills, checking of smoke alarms and door alarms. • Ensure house is meeting health and safety requirements (including Emergency buckets and First Aid Kits are up to date, and that house phones have up to date contact numbers for residents and family/caregiver). • Making sure the Inventory Sheet (on entry) and Vacating A Room checklist (on exit) is completed by Kaiwhakahaere Whare – Kaupapa Rakatahi.
Other	<ul style="list-style-type: none"> • All work undertaken complies with Mission policy, procedure, contractual requirements, internal and external standards. • Additional tasks as requested by the Senior Management team are undertaken in a timely, effective and professional manner.

Person Specification

	Preferred
Qualification	<ul style="list-style-type: none"> Tertiary level qualification in community services, social work, foundation education, health, or similar discipline.
Experience	<ul style="list-style-type: none"> Delivering of services in the social service sector particularly with youth. Support and management of staff and with rostering. Working with Māori youth and whānau
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> A commitment to working with young people, their whānau and networks to support the development of healthy outcomes. Be a leading role model in the organisations transition in becoming a Te Tiriti partner organisation Professional skills in engagement, de-escalation, conflict resolution, and problem solving. Comfortable using and understanding basic Te Reo Māori and tikaka with a willingness to develop these skills further An understanding of Te Tiriti o Waitangi and its application across the work of Methodist Mission Southern Able to engage and interact with, and act as a conduit between a wide range of internal and external stakeholders to build and maintain effective working relationships. Able to engage and think at a broad level, and explore and understand trends, opportunities, and risks that could affect services. Motivation and initiative to take responsibility for the management and delivery of multiple and conflicting priorities. An effective leader with proven experience in networking, conflict management and in the supervision. Excellent interpersonal skills, with the ability to achieve positive outcomes. Able to take initiative and think outside of the box in order to take advantage of opportunities as they arise. Proven ability to receive and pass on information accurately and in a timely manner. Cultural awareness and best practice. High level of oral presentation and written skills. Contribute to the quality focus and development of the service. Ability to problem solve and exercise a high level of judgement. Flexible, mature and a Team player Ability to implement change management. Dedication to the aims and underlying ethos of the Methodist Mission.
Required	<ul style="list-style-type: none"> A current, clean, full New Zealand driver's license. Able to drive both manual and automatic vehicles

10. Authorisation of Job Description



Kaihautū:

Date 8 September 2022