

Job Description

1. **Job Title:** Kaiwhakahaere Mātua te Tamaiti - Programme Facilitator – Parenting Through Separation
2. **Reporting to:** Kaiwhakahaere Hapori Rakatahi Youth Transition House and Community Manager
3. **Section:** Community & Social Services
4. **Date last changed:** September 2021
5. **Version:** 2.2
0. **Job Objective:** To deliver a high quality Parenting Through Separation programme which follows the course materials and is responsive to the needs of those attending.

1. Declaration

The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of The Methodist Mission, as determined by the Kaiwhakahaere (Chief Operations Officer).

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Kaihautū (Director) may authorise a new Job Description at any time.

2. Job Responsibilities

Key Tasks

Delivers the Parenting Through Separation group education programme.

Ensures a delivery plan and all necessary resources are in place prior to the commencement of each group and follow up is completed at the conclusion of each group.

Contributes to new developments and planning for the Parenting Through Separation programme.

Performance Accountabilities

Ensures the programme follows The Ministry Of Justice's programme manual, meets the quality standards and outcome measures required of the agency, and a professional service is delivered to all participants.

Interaction with participants is strengths based, sensitive and appropriate to the needs of all cultures

Deliver the programme in both online and face to face formats

A delivery plan and all necessary resources are in place prior to the commencement of each group. This includes all elements of the programme including the goals and objectives to be achieved, and content of each session. Follow up paperwork will be completed at the end of each group.

Positively engages with the programme participants, help them develop their own solutions, and maintain appropriate boundaries.

Contributes ideas and participate in discussion on new developments that ensure the Parenting Through Separation programme is responding appropriately to Ministry of Justice requirements, the

	participant's needs and are in line with best practice.
Maintains accurate records of the work	Provides accurate records for the purposes of monitoring and evaluation by the Mission and other stakeholders.
Attends scheduled meetings and share information openly with other team members, voicing concerns where these exist and keeps up to date with programme and other relevant developments.	Parenting Through Separation and other appropriate, meetings will have been attended regularly by all facilitators, who will have participated fully and conscientiously.
Participates in all available and agreed training and developmental opportunities.	Participated in all available and agreed training.
General	<p>Has an understanding of Māori health and wellness models and how these are applied when working alongside Māori</p> <p>Abide by The Methodist Mission policies and procedures at all times.</p> <p>Provide advice to the Programme Co-ordinator on any issues of concern.</p> <p>Undertake other projects from time to time.</p> <p>Communicate with the Programme Coordinator –regularly for the purpose of monitoring workflow and workload.</p> <p>Participate in work-planning that meets the Mission policy requirements.</p>

3. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

4. Relationships

Functional relationships:	<p>Participants, and other stakeholders.</p> <p>Kairuruku Mātua te Tamaiti (PTS Service Coordinator)</p> <p>Kaiwhakahaere (Chief Operations Officer)</p> <p>Other Mission staff</p>
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5. Person Specification

Skills & Knowledge

Essential

Excellent people skills
 Robust ethics around maintaining, and understanding role boundaries.
 Well-developed skills in multicultural environments
 Excellent time management skills
 Excellent oral and written communication skills
 Ability to maintain and keep records in a computerised system

Desirable

An undergraduate / diploma qualification or experience in the education or social service sectors

A basic understanding of Te Reo Māori , and tikaka with a willingness to upskill further
A commitment to work for a bicultural organisation

Qualifications

Essential

Current drivers' licence

Desirable

Personal Qualities

Essential

Flexible and responsive

Desirable

At least 2 years' experience working within a community organisation

Ability to relate well to people

Ability to keep information strictly confidential

Self-motivated and energetic

Ethical

Ability to work independently

Able to meet deadlines and handle multiple tasks

6. Authorisation of Job Description



Kaiwhakahaere Chief Operations Officer

Date: 19 April 2022