

# Job Description

1. **Job Title:** Kaiwhakahaere Whare - Kaupapa Rakatahi  
Overnight Supervisor - Youth Transition Home Ōtepoti
2. **Reports to:** Operations Leader
3. **Day to day supervision** Youth Transition Home (YTH) Ōtepoti Co-ordinator
4. **Section:** Next Step Training
  
5. **Date created:** 13 February 2020
6. **Version:** 2.0
  
7. **Job Purpose:** To:
  - Provide safety and security to the residents of YTH Ōtepoti;
  - Ensuring and recording that clients are in and remain in (excepting bathroom breaks) their rooms according to the room allocation sheet;
  - To be accessible to clients, neighbours, and other services during the night and respond to any occurrence involving the house or the resident clients which arises; Overnight

## 8. 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 Operations Leader. 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 Operations Leader may authorise a new Job Description at any time.

## 9. Job Responsibilities

Strategic Objective	Accountabilities/Area of Responsibility	Outcome Measure
<p><b>To ensure that the safety and security of the adolescents and the facility is monitored and maintained overnight.</b></p>	<p>Head count of programme participants is carried out prior to lights out and is randomly repeated throughout the night.</p> <p>Internal, external and boundary checks of the facility.</p> <p>Residents who wake in the night are attended to.</p> <p>Verbal consultation with the rostered staff on call happens to ensure that the safety and security of the programme and its participants are maintained if a situation arises.</p> <p>Staff communication log is completed.</p>	<p>All movement of residents in the night is recorded in the staff log.</p> <p>Time of routine checks is noted and signed.</p> <p>Resident case notes are completed.</p>

<p><b>Health and Safety</b></p>	<p>Has knowledge of and is able to apply emergency procedures, location of safety equipment and materials</p> <p>Is aware of and can identify hazards to which employees may be exposed and takes action accordingly.</p> <p>Is able to prevent or minimise the adverse effects of hazards</p> <p>Participates in health and safety management in all work practices.</p> <p>Complies with all organisational policies, systems and procedures that related to Health and Safety.</p>	<p>Is aware of and can identify hazards to which the organisation may be exposed and they may create and takes appropriate action accordingly</p> <p>Adverse effects of hazards are minimised</p> <p>Is aware of and complies with responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</p>
<p><b>Administer medications as and when required.</b></p>	<p>All medications are administered in accordance with the organisational medication policy.</p>	<p>Individual resident medication files are completed accurately and promptly.</p>
<p><b>Treaty of Waitangi</b></p>	<p>Has knowledge and understanding of the Treaty of Waitangi and its application in terms of the articles and principles</p>	<p>Demonstrates in practice knowledge and understanding of culturally appropriate and effective practice in all aspects of service delivery.</p>
<p><b>Completion of household tasks.</b></p>	<p>All household washing is washed, dried and folded away.</p> <p>Stocks are replenished from store areas.</p> <p>Left over cleaning jobs from the day are completed. (eg: wiping down of surfaces).</p> <p>Laundry schedule is completed.</p>	<p>Stock inventories are completed. Safe environment documentation is completed.</p> <p>Fridge and Freezer monitoring is compiled.</p>
<p><b>Administrative duties</b></p>	<p>All filing is completed promptly and accurately.</p> <p>Office areas are cleaned nightly.</p> <p>Ensure documentation that needs to be photocopied is identified ready to be photocopied.</p> <p>Daily programme changes are confirmed and faxed to admissions and Data Entry.</p>	<p>Filing is up to date.</p> <p>The staff office is clean and tidy ready for day staff.</p> <p>Data entry is accurate and up to date.</p>
<p><b>Team Participation</b></p>	<p>Works cooperatively with colleagues in all aspects of support of clients.</p>	<p>YTH Co-ordinator expresses satisfaction.</p>
<p><b>Continuous Quality Improvement</b></p>	<p>Demonstrates a commitment to continuous quality improvement.</p>	<p>Demonstrates an awareness of quality improvement principles.</p>

	<p>Participates in continuous quality improvement activities which contribute to service improvements as directed by the Team Leader</p> <p>Contributes to monitoring and evaluation activities as required and directed.</p>	Participates in quality activities
<b>Maintain own skills, knowledge and expertise</b>	<p>Personal and professional development needs are regularly identified and met</p> <p>Participates in relevant training programmes as required, or as approved, to enable the provision of best practice.</p>	<p>The appraisal process shows growth towards identified professional competencies</p> <p>Has a current performance appraisal</p>

<b>Skills</b>	
<i>Essential</i>	<i>Desirable</i>
<p>Demonstrates ability to interact effectively with a wide range of people.</p> <p>A basic understanding of Te Reo Māori and Tikaka with a willingness to develop these skills further</p> <p>A commitment to working for a bicultural organisation</p> <p>Good time management, reliability, planning skills.</p> <p>Ability to work as an effective team member of a team.</p> <p>High level skills in engagement, de-escalation, conflict resolution, and problem solving.</p> <p>Ability to use initiative and to be able to adapt to changing circumstances.</p> <p>Understands the importance of safety, security and professional boundaries.</p> <p>Ability to work with situations of conflict and crisis in a calm and orderly manner.</p> <p>Good written and oral communication skills.</p>	<p>Group facilitation skills</p> <p>Administration skills</p>
<b>Experience</b>	
<i>Essential</i>	<i>Desirable</i>
<p>Experience in working with adolescents/young people</p> <p>Experience in working with Māori youth</p> <p>Ability to manage cognitive and behavioural patterns and understanding of mental health issues.</p> <p>An understanding and knowledge of cultural norms, practices and traditions to all ethnicities/peoples.</p> <p>A full clean, driver's license.</p>	<p>Knowledge of the effects related to the misuse of alcohol and other drugs.</p> <p>Experience and/or training in the provision of residential care.</p> <p>First aid certificate.</p>

#### **Authorisations**

Staffing	No authority
Contractual	No authority
Financial	No authority

**Relationships**

**Functional relationships:**

Youth Transition Home (YTH) Ōtepoti Co-ordinator  
Practice Leader  
Operations Leader  
All Mission staff  
Other Community Agencies

**8. Authorisation of Job Description**



Operations Leader:

Date: February 2020