



Kapiti Impact Trust

Mentoring and Family Support Programme

ROLE SPECIFICATION

Position	<u>Challenge for Change – Social Worker – part time</u>
Position Purpose	To provide appropriate social work support to the young people and their whanau referred to Kapiti Impact Trust Programmes
Reports to	Business Manager

About Kapiti Impact Trust

Kapiti Impact Trust is a faith based organisation with a vision to develop multiple initiatives, which benefit the Kapiti community. It operates under the principles of Te Whare Tapa Wha and bases its youth programmes around the Youth Development Strategy Aotearoa and Youth Worker Code of Ethics.

Challenge for Change is an intensive, early intervention mentoring programme to help at risk young people aged, between 9-13 years. The wrap around approach seeks to improve the outcomes for the family with support strategies for parents/caregivers. The programme aims to support young people to develop the skills and attitudes they need to take part positively in society, now and in the future.

Role Summary

This new role involves working collaboratively with the C4C coordinator to enhance the development and delivery of the programme to achieve the desired outcomes. The caseload is varied and key areas of delivery include effective social work interventions for whanau participating in the Challenge for Change programme.

Key Personal Attributes

- Passion and commitment to advocate for better outcomes for children, young people and whanau.
- A high level of empathy and relatability for families who are undergoing stress and difficulty.
- The ability to build rapport and trust with people of different ages and backgrounds.
- A positive outlook, good sense of humour and the ability to create a fun learning environment
- Understanding of, and commitment to, working in accord with, the articles of the Treaty of Waitangi
- High level of emotional intelligence and self awareness
- Ability to set clear boundaries, self manage and be highly accountable.
- Positive, solution focused attitude and approach to resolving challenges
- A desire to make a positive contribution to the team and organisational culture.

Key Deliverables

- Works collaboratively with the Challenge for Change Coordinator to ensure
 - The Challenge for Change programme is delivered with fidelity and adheres to the Youth Worker Code of Ethics.
 - Mentor and Mentee recruitment and selection protocols are adhered to.
 - Mentors are provided with the relevant training and ongoing support and supervision throughout the programme.
 - Mentoring relationships are maintained for a 12 month duration and adhere to the Code of Practice standard.
 - Parents and Whanau are engaged with the programme and are given strategies to support their child through the programme.
 - Parents, children and Whanau are linked to external support agencies when needed.
 - Social work is provided in a safe environment through the use of social work tools, cultural consultation and practice supervision.

- Strong networks and relationships are nurtured to ensure our programmes have continuing community support and are sustainable and whanau support is maximised.
- Works with clients and colleagues in a culturally sensitive manner.
- The BM is provided with accurate, concise and timely monthly reports.
- Adheres to all Kapiti Impacts Trusts procedures, policies and Health and safety requirements.

Key Accountabilities and Responsibilities

Programme Delivery

- Collaborates with the Challenge for Change Coordinator to;
 - Be a point of contact to promote and gain referrals to the programme
 - Provide appropriate information to various groups about Challenge for Change and promote the programme's aims and objectives.
 - Liaise with schools, families and any relevant agencies to obtain referrals of children and establish suitability for the programme.
- Meets with young person(s) and their families who have been referred to the Challenge for Change programme and explains the programme, what to expect.
- Assesses and identifies the needs of young person(s) and their families by conducting interviews with young person(s) and their families.
- Assists in the recruitment and selection of mentors.
- Assist in the assessments and ongoing evaluation of mentees behaviour and circumstances (based on information gained from multiple sources).
- Plan and facilitate all group events in the Challenge for Change Programme.
- Co-facilitate the Parenting Programme and develop a framework to assist each whanau needs and requirements.
- Facilitate maintaining a positive, supportive relationship between mentors and the families involved in the programme.
- Visit to the home environment to build rapport with the family and encourage programme engagement.
- Works collaboratively with the C4C Coordinator to plan and co-facilitate the mentor training.
- Conducts planned review evaluation meetings with co-workers to assess the progress and make any adjustments required to achieve the best outcomes.
- Provides regular supervision and support of mentors (monitoring and guidance regarding frequency, quality and safety of contact with mentees and the management of relevant personal concerns of mentors)
- Link whanau participating in the programme to external support agencies when needed
- Provide information to families, outlining sources of further support. When necessary, advocate on behalf of the whanau to connect them with other social service agencies.
- Participates in meetings with the Advisory Board
- Peer review

Record keeping and Reporting

- Conducts interviews with young person(s) and families when they enter and exit the Challenge for Change programme.
- Ensures the accurate recording and collation of data in relation to the young person(s) and families' involvement with the programme on a regular basis.
- Regular meetings with the young person and families to review progress towards their goals.
- Provides regular progress reports to the Business Manager, or any other designated person (including problem identification and a risk analysis), on young person(s) and their families being worked with in a timely and accurate way.
- Accurate records are maintained for all aspects of the programmes, including participant case notes, assessments and regular evaluations.

Relationship Management

- Assists in establishing and maintaining positive partnerships between the school, local community agencies and the young person(s) and their families.
- Establishes and maintains appropriate working relationships with schools, government agencies and community-based social services which are involved with, or may be able to assist the young person(s) and their families.
- Monitors the young person(s) and their families' use of agencies and services and assists them to resolve any difficulties.
- Maintains appropriate professional boundaries with programme clients and adheres to a professional code of ethics.

Team work

- Actively supports the development of a cohesive, high performing team.
- Encourages and contributes to open and honest constructive relationships with co-workers.
- Takes a proactive approach to team efforts and supports other team members where possible.

Skills and Experience Required

Qualifications and certifications

- NZ registered Social worker with a current annual practicing certificate (APC)
- Triple P parenting programme accreditation is an advantage
- A clear police report
- Access to a vehicle and a clean, current full driver's licence

Whanau support

- Comprehensive Social Work knowledge with a minimum of 5 years clinical experience.
- Experience of strength based practice frameworks and theories of practice.
- Competent crisis and risk management skills, bringing a positive, solution focused approach.
- Practice knowledge of Risk Frameworks and trauma informed work.
- Experience of risk and needs assessment and raising reports of concern.
- Proven experience of working in a bi-cultural and multicultural context.
- Demonstrate Social Work assessment and intervention skills to effect positive change

Programme Development

- Demonstrates previous experience of successful programme development
- Experience in reviewing programme content and processes and making recommendations for further development.
- An ability to evaluate feedback from multiple sources and adjust the programme as needed to improve the outcomes.

Building relationships

- Demonstrates the ability to work collaboratively with colleagues and other organisations to build partnerships and provide a holistic approach to achieving the desired outcomes.
- Actively network to develop and maintain relationships which inspire trust and community support amongst all stakeholders, partners and participants.

Facilitation, training and supervision

- Previous experience and confidence in facilitating programmes
- The ability to provide group and one on one supervision and support for the mentors
- A knowledge and understanding of the Circle of Courage, Youth Development strategy
- Excellent written and oral communication skills.
- Skilled at creating a safe, supportive environment for parents to participate in the parenting programme.
- Interest in adventure-based and experiential learning methods as a way of working with children, young people and groups.