



## **JOB DESCRIPTION**

### **Up to 40 hours per week**

---

<b>POSITION TITLE:</b>	<b>Community and Home-Based Family Worker</b>
<b>LOCATION:</b>	Christchurch, Selwyn and North Canterbury region Usually based within the Christchurch area
<b>RESPONSIBLE TO:</b>	Family Works Service Manager
<b>FUNCTIONAL RELATIONSHIPS WITH:</b>	Family Works Team Leader Regional Manager Intake coordinators Other Presbyterian Support USI Staff Key Community Agencies
<b>DATE WRITTEN:</b>	June 2018

---

### **PRIMARY OBJECTIVES**

- a) To provide place-based high quality, professional and time-framed social work or psychology services for children, young people and families in Christchurch and rural Canterbury, which promote mental and emotional wellbeing, and encourage and enhance family relationships. This may include co-working with other Presbyterian Support Staff or other agency staff.
- b) To participate in and contribute to the Family Works team and agency activities related to this position as well as professional responsibilities.

<b>KEY TASKS</b>	<b>PERFORMANCE ACCOUNTABILITIES</b>
<b>Social Work/Psychology/ /Counselling</b>	
1. To provide appropriate assessments, interventions and parenting support to children, young people and their families.	1.1 Appropriate assessments, interventions and parenting support are provided in a goal-focused and timely manner.  1.2 Services are available in a range of settings.
2. To advocate for clients/families as necessary	2.1 The Family Worker will have demonstrated in his/her work a commitment to advocacy on behalf of clients/families/whanau
3. To fulfil the duties and responsibilities necessary to meet the legal requirements of the CYP & F Act	3.1 Following discussion with the Family Works manager, the Family Worker will have ensured situations involving care and protection have been referred to the Child Youth and Family Service for investigation
4. To maintain accurate client notes and to prepare written reports as required	4.1 The Family Worker will have maintained up to date client notes and ensured administrative requirements and reports have been completed within designated time frames
5. To develop and facilitate group programmes in response to needs identified within school or community services, and will contribute to relevant community development initiatives.	5.1 Will have developed and facilitated group programmes as required and in response to needs identified in the community.  5.2 Will have worked alongside other relevant staff to support community development initiatives or events.
<b>General</b>	
1. To liaise regularly with schools, community groups and work places	1.1 The Family Worker will have liaised regularly with schools, community groups and workplaces. He/She will have kept up to date on current community needs to ensure the service meets the changing needs of individuals and families
2. To collect statistical data as required	2.1 The Family Worker will have ensured statistical data is recorded accurately and consistently.He/she provides information as required by the Family Works Manager, within designated time frames
3. To attend regular supervision	3.1 The Family Worker will have participated in regular professional and administrative supervision as required and agreed with the Family Works Manager
4. To participate in all training opportunities identified as appropriate	4.1 The Family Worker will have taken advantage of and participated fully in training opportunities which enhance his/her practice

5. To participate in team meetings and other agency meetings and activity	5.1 The Family Worker will have regularly attended and actively participated in team meetings and discussions and other agency focums
6. To be familiar with Presbyterian Support's policies on Occupational Health and Safety	6.1 The Family Worker will have been proactive in ensuring they comply with safe work place procedures

## IDEAL PERSON SPECIFICATIONS

### Qualifications, Training, Experience

- Tertiary B level qualification or equivalent in social work or psychology and membership of a relevant professional body
- Experience in individual and family counselling and life skills development for children, young people and their families
- Experience in providing clinical and/or administrative supervision and support to others including colleagues or students
- A working knowledge of the Children, Young Persons and their Families Act and the Domestic Violence Act
- Experience or knowledge in mental health issues affecting young people and family members
- Knowledge of relevant community networks and resources
- Group Facilitation experience desirable

### Skills and Personal Attributes

- Enthusiasm and empathy for work with children, young people and parents
- Able to take responsibility, show initiative and is punctual and self-motivated
- Enjoys being part of a team
- Able to work flexibly and to provide services in a range of settings including office, school or home-based
- Strong organisational and administrative skills
- Commitment to the principles of the Treaty of Waitangi
- Compatibility with Presbyterian Support's Mission Statement
- Sensitivity to and acceptance of people's different values, beliefs and experience
- Respects and adheres to confidentiality and professional boundaries

Signed: .....

**Staff Member**

Date : .....

Signed: .....

**Family Works Service Manager**

Date : .....