



Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

Job Description

Position:	Youth/Rangatahi Support Worker – CACTUS Programme Assistant
Team:	Child and Youth Team
Location:	Safer Mid Canterbury
Hours of Work:	40 Hours per week
Date Issued:	August 2023
Reports to:	Child & Youth Team Leader
Purpose:	This role is made up of two components, firstly: To provide a targeted programme of support for young people aged 10 to 18 years who have been identified as having needs that require low to medium level external intervention, this is 32 hours per week of the role. Secondly: To assist the CACTUS Programme Coordinator with the delivery of the CACTUS Programme, this is 8hrs per week. The two components work in well together and make up the full time role.

Please Note: All staff involved with the CACTUS programme are expected to join in on all aspects of physical activity that trainees are required to complete and give it their best.

Safer Mid Canterbury | Hakatere Haumaru

Mission Statement:

To reduce and prevent crime in the community and its impact on the Hakatere District

“Together We're Safer ♦ Me uru kahikatea”

Strategic Goals of Safer Mid Canterbury

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

Qualifications:

The person will have relevant experience and/or qualifications in a field that furnishes them with the skills needed for a position of this type.

Functional Relationships:

Internal to Safer Mid Canterbury:

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Team leaders
- ❖ Safer Mid Canterbury CACTUS Coordinator
- ❖ Safer Mid Canterbury Administration staff
- ❖ Safer Mid Canterbury Project Staff

External to the Safer Mid Canterbury:

- ❖ Mid Canterbury Schools
- ❖ Social Service Agencies (Govt and NGO's)
- ❖ Oranga Tamariki
- ❖ Ministry of Education
- ❖ CACTUS Trainees
- ❖ Mid Canterbury Clubs and Sporting Organisations

Target group – Youth Support:

Children and young people aged 10 to 18 years with one or more of the following: Social, educational, emotional or behavioural problems as identified by an agency, young person and/or their family/whanau.

Goals – Youth Support:

- ❖ To reduce drift into anti-social or criminal behaviour
- ❖ To increase involvement in education
- ❖ To increase social skills through attendance at group activities
- ❖ To assist the client to benefit from interventions of other agencies
- ❖ To improve the clients self esteem and confidence
- ❖ To improve family functioning
- ❖ To assist the client and family to find their own ongoing support networks
- ❖ To improve the clients mental & emotional well-being

Key Functions – Youth/Rangatahi Support:

1. Receive referrals from clients, family/whanau and/or service agencies and schools.

Outcome

- Referrals received and acknowledged
- Respond to all referrals

Measures

- Referrals acknowledged and responded to in a timely manor

2. Identify client needs in conjunction with clients, family/whanau and/or service agencies and schools.

Outcome

- Liaise, as appropriate, with school, family/whanau, agencies, to identify the specific needs of the client

Measures

- Clients needs identified

3. Develop personal plan for client that may include casework and/or education and/or recreation and/or individual and group activities.

Outcome

- Each client will have a goal orientated personal plan to work toward over a three month period

Measures

- Personal plan created for each client

4. Make referrals to any agency if identified as being able to support the young person or their Family/Whanau/Caregiver.

Outcome

- Where appropriate, referrals made to other agencies

Measures

- Young person, family/whanau/caregiver is aware of, and receives other support available in the community

5. Support young person to complete their personal plan, and amend plan as necessary.

Outcome

- Ongoing support is provided to meet plan and where difficulties arise, or circumstances change, plan amended to suit

Measures

- Young people complete their personal plans where possible and appropriate

6. Monitor and evaluate personal plans.

Outcome

- Personal plan will be referred to and progress on plan completion will be evaluated at regular intervals

Measures

- Personal plans play a key role in guiding work with clients

7. Liaise with referrer and provide feedback if refer and client, client's family/whanau/caregiver agree to this.

Outcome

- Where appropriate, referrer, especially if agency, school or family/whanau/caregiver, will receive feed back on progress or outcome.
- Any feedback given is to be done so with due consideration of the Privacy Act

Measures

- Good feedback given where appropriate

8. Refer family/whanau/caregiver, with their consent, to other agencies if further needs become apparent.

Outcome

- Referrals made where appropriate and with consent to be done so with due consideration of the Privacy Act

Measures

- Family/whanau/caregiver receives the support they need to be able to provide appropriate care and support to their charge (our client)

Key Functions - General

14. Provide regular line reports to Line Manager.

Outcome

- Submission of monthly line report as per template to line manager prior to monthly review meetings

Measures

- Line Manager receive regular, up to date reports within the specified timeframes

15. Jointly with Line Manager, monitor workloads ensuring an equitable and rewarding balance.

Outcome

- Satisfying and supportive working environment
- Management's awareness of workload pressures

Measures

- Supervision records

16. Comply with Reporting, Accountability and Health and Safety requirements

Outcome

- Reporting to contracts as required
- Complying with health and safety requirements when working in and off the premises of work
- Complying with ASCC Key Operating Policies and Procedures (KOPPS)

Measures

- Timely return of contract report statistics
- Compliance with other reporting requirements
- Safe working environment
- Policies and Procedures followed

17. Take part in supervision and training opportunities

Outcomes

- The line manager will be available on a day-to-day basis to support the person holding this position in their work.
- The staff member will receive professional supervision from a person agreed by the staff member and line manager as being an appropriate professional person.

Measures

- Supervision is relevant to best practice and professional development
- Training is consistent with objectives set in review, and with relevant Plans

18. Attend relevant Team and Organisational meetings.

Outcomes

- The staff member is a fully participating member of Safer Mid Canterbury.
- The staff member will prioritise the attendance of monthly Safer Mid Canterbury full staff meetings and Child & Youth Team meetings.

Measures:

- Team meetings attended
- Monthly review meetings with line manager attended

19. Be committed to the development of Safer Mid Canterbury's Bi & Multi Cultural Development

Outcomes

- Bi & Multi Cultural development will be integrated into service responses.

Measures

- Attendance at Treaty Workshop
- Identification of training needs in regard to cultures represented in case loads

20. Systems and processes maintained and up to date.

Outcomes

- Filing systems, both in hard copy and electronic, kept up to date and easily accessible
- Regular time put aside each month to ensure systems and processes continue to meet organisation demands
- Regular planning each month to ensure goals and priorities for month will be achieved
- The staff member must fill in the training and supervision registers

Measures

- Filing kept up to date and accessible / understandable to other staff
 - Goals and priorities achieved in set time frames
-

Key Functions – CACTUS Programme CACTUS Programme Assistant – Safer Mid Canterbury

1. Support CACTUS Coordinator with efficient delivery of the CACTUS Programme

Outcome

- Three CACTUS Basic courses run each school year in line with the school terms.

Measures

- CACTUS Courses delivered in a professional manner with good outcomes for participants and feedback from community
- Risk management policies and procedures adhered to.

2. Monitor and support the attendance of participants.

Outcome

- Support/encourage participants to attend, and overcome barriers to attendance

Measures

- Good level of attendance achieved from participants when not engaged in other activities

3. Monitor and ensure acceptable behaviour among participants.

Outcome

- Acceptable standards of conduct are maintained for the betterment of all participants

Measures

- Acceptable standard of behaviour maintained

4. Develop and maintain effective working relationships with other key people in the community who can assist us toward our end goals.

Outcome

- Effective working relationships established and maintained

Measures

- Support of key people in the community for the programme

5. Ensure that people taking part in the programme are encouraged and supported to join other community activities, and to work with other team members and community organisations to ensure that these opportunities become available.

Outcome

- Opportunities for participants opened and taken advantage of

Measures

- Participants becoming more involved in other activities

Signed by:

Youth Support Worker /CACTUS Assistant

____/____/____
Date

Signed by:

Team Leader – Child & Youth Services

____/____/____
Date

Ideal Person Specification

- The ability to relate to a wide range of people of diverse backgrounds with sensitivity and respect.
- A facilitative style that empowers and builds on people's skills and abilities
- The ability to meet deadlines.
- Ability to take initiative, work independently and undertake new challenges that may arise.
- Can do attitude
- Basic competency using Microsoft computer programmes
- Ability to maintain confidentiality.
- Hold a current motor vehicle drivers licence.
- Experience in working with Children, young people and families/whanau with multiple needs
- Understanding and practical experience in working with reluctant clients and overcoming change resistance
- An ability to communicate effectively with a diverse range of individuals across a wide age bracket
- An ability to work co-operatively with school staff, community and statutory agencies
- Commitment to Bi / Multi-cultural social service practice, the Treaty of Waitangi, and sensitivity to individual differences generally
- Good verbal and written communication skills.
- A positive facilitative style that empowers and builds on people's skills and abilities
- Physical capability to complete all tasks
- Ability to maintain confidentiality.

CONDITIONS OF APPOINTMENT

Youth/Rangatahi Support Worker – CACTUS Programme Assistant

Hours of Work:	<p>Your ordinary hours of work will be 40 hours per week</p> <p>Due to the nature of the position, working hours are flexible but will generally be worked Monday to Friday between 8:30am and 5:00pm. On occasion there will be the need for some work outside of standard office hours.</p> <p>CACTUS The programme runs three times a year, usually terms 1, 3 & 4. Days worked each term are in line with the CACTUS Course schedule Mondays and Tuesdays 3:30pm to 5:00pm. In addition, three weekend overnight camps at the end of each course, generally around the second to last weekend of each term. Advanced Camp 4 day, 3-night camp in the third week of January.</p>
Other conditions of appointment:	Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.
Remuneration:	Hourly rate of \$29.27 per hour + 3% Kiwisaver paid on top
Place of work:	<p>The worker will work out of the offices of Safer Mid Canterbury.</p> <p>CACTUS The programme is currently delivered from the Ashburton Scout Lodge however we often go to other indoor and outdoor areas as the programme plan may dictate</p>