

POSITION DESCRIPTION

Position Title	Family Harm Practitioner								
Service	Tararua Community Services								
Location	Woodville								
Reporting to	Team Leader, Social Work Practice								
Direct Reports	Nil								
The Organisation	<p>Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, Tararua and Hawke's Bay. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services and older people's programmes.</p> <p>Tararua Community Services provides counselling services, social workers, whanau support, group programmes, kai support and community events and activities.</p>								
Our Vision	<p>Fulfilled Lives, Connected Communities</p> <p>Our vision for "fulfilled lives, connected communities" comes from our fundamental belief that it is only through strong and fulfilling relationships that individuals and communities are able to build resilience and ultimately flourish.</p>								
Our Purpose	Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation								
Our Mission	Living the gospel through loving service								
Values	<p>The values that drive our organisational culture and behaviour:</p> <table> <tr> <td>Vitality</td><td>We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.</td></tr> <tr> <td>Integrity</td><td>We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.</td></tr> <tr> <td>Compassion</td><td>We show kindness, patience, and a willingness to help others.</td></tr> <tr> <td>Respect</td><td>We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.</td></tr> </table>	Vitality	We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.	Integrity	We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.	Compassion	We show kindness, patience, and a willingness to help others.	Respect	We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.
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Position Title	Family Harm Practitioner	
Position Summary	The Family Harm Practitioner will coordinate and lead interagency Safety Assessment Meetings (SAMs) in the Tararua region. The role plays an integral part in helping inform effective risk assessments and safety planning for individuals and whānau experiencing family harm.	
Working Relationships	Internal	External
	CEO Senior Leadership Team Operational Management Team Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff	Whānau/Family/Tangata Whaiora (clients) Tararua SAM members NZ Police Health and Social services
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		
KRA'S	EXPECTED OUTCOMES	
Leadership	<ul style="list-style-type: none"> Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organizational values. 	
Key Result Area 1: Safety Assessment Meeting (SAM)	<ul style="list-style-type: none"> Prepare, attend and effectively facilitate the Tararua Safety Assessment Meeting (SAM). Ensure a thorough risk assessment is conducted by the SAM members for each family harm episode presented and safety plans are clearly agreed. Ensure all family harm episodes presented at the SAM have been allocated a Plan Lead. Ensure that high-risk family harm episodes are reviewed by the SAM members at the following meeting, with further SAM reviews undertaken if needed. Support the Administrator to ensure that SAM information is updated in the FSS database in a timely manner. Ensure that the Tararua SAM meeting protocol is maintained, provider agreements are updated and that guidelines are being followed, escalating any breaches of agreements and/or guidelines with the TCS Team Leader or Manager if necessary. Maintain daily functioning of FSS – including daily lists sent, plans updated, provider feedback entered. Support the SAM Administrator to record safety plans and tasks in FSS when needed. Ensure FSS is maintained to a high standard and audited regularly (minimum of monthly). Provide an effective induction for new SAM members, including training and support on the FSS system as needed. 	
Key Result Area 2: Reporting	<ul style="list-style-type: none"> Fulfill MSD contract reporting and outcome expectations as directed by the Team Leader. Provide a monthly report for the TCS Manager. Provide a quarterly report for the Tararua SAM Governance group, identifying gaps and opportunities to improve family harm response and service provision. 	

<p>Key Result Area 3: Community Networks & Stakeholder Management</p>	<ul style="list-style-type: none"> • Participate in networking opportunities that are relevant to the role and the organisation, e.g. Tararua Strengthening Families Network • Establish a wide range of relevant networks and working relationships and contribute by providing local family harm statistics, training or information as needed. • Develop functional relationships with SAM Coordinators in the wider region. • Establish and maintain professional networks within the Tararua district.
<p>Key Result Area 4: Family Harm Response</p>	<ul style="list-style-type: none"> • Provide a family harm response service by taking a key worker role with whaiora referred to Tararua Community Services from the Safety Assessment Meeting (SAM). • Offer support for individuals and whānau/families, including: <ul style="list-style-type: none"> ○ Assessment ○ Plans with clear client goals ○ Regular reviews ○ Concise case notes which are timely and accurate ○ Feedback sought at closure via link to evaluation survey • Commit to undertaking further family harm training to achieve 'skilled family harm specialist' recognition, in line with Te Aorerekura/Te Puna Aonui guidelines. • Respect and uphold confidentiality, recognising the sensitive nature of the information shared regarding family harm episodes. • Work, in conjunction with the Team Leader or Manager to develop and ensure that all clinical practices and reporting systems comply with best practice guidelines, MSD Service Guidelines and Service Specifications and Standards of Approval. • Consult promptly with the Team Leader or Manager regarding any ethical concerns, boundary issues or safety issues including reports of concern. • Use of theoretical models and practice that are strength based, including bicultural and holistic approaches. • Work with team members at Tararua Community Services to provide a multi-disciplinary support service as appropriate for whānau/families. • Actively participate in regular professional and cultural supervision, and engage in reflective practice to support continuous development, maintain personal wellbeing and ensure the delivery of safe, effective and culturally responsive practice. • Effectively publicise services through media and community relationships as agreed with the Team Leader or Manager. • Maintain professional body accreditation.
<p>KEY RESULT AREA 5: Te Tiriti O Waitangi and Bi-cultural Competencies</p>	<ul style="list-style-type: none"> • Applies the organisations cultural competencies framework or equivalent. • Te Ao Māori concepts and tikanga are integrated into practice where appropriate. • Demonstrate inclusiveness and respect for diversity of languages and cultures. • Demonstrate a commitment to Te Tiriti o Waitangi.
<p>Key Result Area 6: Health and Safety To promote the well-being and safety of tamariki, whānau, staff and visitors through compliance</p>	<ul style="list-style-type: none"> • Conduct monthly site inspections for the Woodville office. • Promote and demonstrate a safety-first culture. • Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others

with internal and external policies, procedures and regulatory requirements	<ul style="list-style-type: none"> • Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such the <i>Health and Safety in Employment Act</i>. • Participate actively in health & safety processes at the site. • Consistently identify prospective and current hazards and minimize/eliminate risk factors. • Report all incidents and accidents as soon as practicable (including near misses). • Maintain an awareness of, and mitigate, safety and risk in the environment, ensuring safe supervision of all play areas is maintained and reporting any concerns related to health and safety to the manager in a timely way. • Ensure an environment where people feel secure, comfortable and confident, monitoring and addressing behaviour as needed employing positive guidance strategies and supporting social competence. • Maintain familiarity with the organisation's Child Protection Policy and Procedures and ensure any child protection concerns are dealt with promptly as per the procedures. • Understand and be aware of cultural considerations which may impact on health and safety matters.
Key Result Area 7: Organisational expectations	<ul style="list-style-type: none"> • Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures. • Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values. • Complete any administrative duties relevant to the role. • Flexibility and willingness to perform a variety of tasks is demonstrated • Ensure work priorities, personal workload and stress levels are managed. • Attendance at meetings, team building exercises and training as required • Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required. • Have a thorough awareness of policies and procedures and the integration into their day-to-day practices. • Maintaining a high level of competency regarding staff practices. • Comply with Anglican Care Waiapu's Policies, procedures, processes, and internal controls. • Maintain and/or increase knowledge and understanding of Te Tiriti ō Waitangi and its implications for hauora Māori/Māori health and wellbeing. • Perform other duties that arise from time to time as required.
ROLE REQUIREMENTS	
QUALIFICATIONS / REGISTRATION	Essential <ul style="list-style-type: none"> • A tertiary level qualification (preferably social work) • Professional registration and a current practicing certificate • A clean and current Full NZ Driver's License
EXPERIENCE, SKILLS AND KNOWLEDGE	Experience <ul style="list-style-type: none"> • Extensive professional background in the social service sector with specific experience in family harm intervention.

	<ul style="list-style-type: none"> • In-depth understanding of the dynamics and complexities of family harm, including direct work with affected individuals and whānau. • Proven leadership skills and the ability to guide and support others in a multidisciplinary environment. • Previous experience using client management systems or database software. 		
	<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Strong knowledge of family harm dynamics, trauma informed practice and relevant legislation. • Competency in working with Māori, with a sound understanding of Te Ao Māori and commitment to Te Tiriti o Waitangi. • Skills in facilitating and coordinating in multi-agency settings. • Excellent written and oral communication skills with ability to engage effectively with diverse stakeholders. • Ability to manage complex cases and navigate interagency dynamics. • Commitment to continuous improvement, reflective practice and professional development. • Proficient in Microsoft Office and other digital tools, with accurate data entry skills and strong attention to detail. particularly Microsoft Office applications. • Effective planning and organisational skills, with ability to prioritise and manage competing demands. • Strong interpersonal and relationship building skills with collaborative and team-oriented mindset. • Creative problem-solving abilities, a proactive self-starting approach. 		
	<p>Personal Attributes</p> <ul style="list-style-type: none"> • Living a tika and pono (violence free) lifestyle. • Highly professional and ethical in conduct and decision making. • Resilient and tenacious, with the ability to achieve results in a demanding environment • Deep commitment to social justice, equity and the wellbeing of individuals, whānau and communities 		
	<p>Declaration: This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.</p>		
Date Effective			
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature		Date	

