

## POSITION DESCRIPTION



# Barnardos

**Role Title:** *Residential Youth Worker – Residential Services (Specialist Group Homes)*

**Business Unit:** *Child & Family Services*

**Reports to:** *Team Leader*

**Salary Band:** *Social Services Band D*

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

### **Our vision / moemoeā**

An Aotearoa New Zealand where every child shines bright.

### **Our mission/kaupapa**

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

### **Our Guiding Principles**

Kotahitanga – Unity

Ata Whakarongo – Hear with Intent

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Mahi tōtika – Do the Right Things Well

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand

### **Purpose of the role:**

The purpose of the role is to be responsible for the daily care of young people in Barnardos residential homes within the framework of the policies and practices of Barnardos, key agencies Oranga Tamariki and Community Based Treatment providers to achieve the best possible outcomes for the young people by providing a safe and nurturing environment for youth to grow and develop in a residential facility.

### **Purpose of the Business Unit:**

Child and Family Services through its residences provides a comprehensive and integrated residential treatment programme for young people who have been referred by Oranga Tamariki and other organisations from throughout New Zealand. Through our work young people are safe from physical and emotional harm; their capability and resilience and that of their family/whanau is strengthened; they are empowered for the future and all youth are better understood and valued in their homes and communities.



## Key Result Areas

### Working with Young People

**Outcome** Young people are motivated, assisted and supported while in residence.

**Key Responsibilities include:**

- Ensure young people comply with rules, routines and expectations and participate in all parts of the daily programmes
- Ensure young people are regularly monitored and assessed
- Predict and plan appropriate interventions to ensure safety, consistency and achievements for young people
- Maintain knowledge of each young person's safety and coping plans
- Ensure young people reach their short and long term goals
- Ensure that all the needs of young people are met, particularly in terms of personal hygiene, diet and health including recreational and life skills
- Develop, facilitate, monitor and evaluate programme activities for all young people at all times during assigned duties to enhance physical, social, emotional and intellectual development of young people in residential care.

### Administration

**Outcome** All required documentation is completed accurately and within required timeframes following policies and practices of Barnardos and Te Poutama Ārahi Rangatahi

**Key responsibilities include:**

- End of shift reports and notes are completed for appropriate handover processes
- Any issues/incidents/accidents that require escalation are identified and notified.
- Sign-in/out book, timesheets and leave applications are completed and submitted within applicable timeframes
- Unplanned absences are notified to Team Leader in a timely manner
- All security requirements are met on ongoing basis

### Relationships

**Outcome:** Professional relationships are maintained at all times between young people and staff



- Key responsibilities include:**
- Demonstrate use of appropriate language, conversation, touch, personal space and personal disclosure in all involvement with young people.
  - Ensure that all relationships are built with consideration of the Barnardos mission and guiding principles and the Residential Care Regulations
  - Effective functioning of the shift team is evident with a sharing of roles and tasks; planning and providing accurate and fair feedback.
  - Comply with all lawful and reasonable instructions by Team Leader

#### Ngā Pou e Whā (Māori Strategy)

**Outcome:** All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori Strategy.

- Key responsibilities include:**
- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and the ability to apply them to everyday practice.
  - Ensure that all relationships are built with consideration of the Barnardos principles and Ngā Pou e Whā, (Maori strategy).

#### Health, Safety and Environment

**Outcome:** A safe and healthy working environment is maintained at all times.

- Key responsibilities include:**
- Take individual responsibility for Health and Safety practices.
  - Comply with occupational health and safety legislation and regulations.
  - Be familiar with and observe all safe work policies, procedures and instructions.
  - Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
  - Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.

#### Projects or Other Duties as Required

**Outcome:** The team and function meets its purpose and strategy.

- Key responsibilities include:**
- Perform other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction.

#### Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the **key relationships** to be developed are as follows:



Within Barnardos NZ	Outside Barnardos NZ
Team Leader	Oranga Tamariki Social Workers
Residential staff from other residences	Family/whanau
	Other government of relevant agencies
	Management & staff of recreational facilities

### Person Specification

#### Qualifications (or equivalent level of learning)

Essential	Desirable
Relevant human services professional qualification or studying towards one	Knowledge implementation of Residential Care Regulations 2005 and Children, Young Persons & their Families Act 1999
Full clean current NZ Drivers licence	

#### Experience

Essential	Desirable
At least 1 year working with young people who present 'challenging behaviours'	Understand a 'therapeutic community' model of residential treatment
Worked within structured environment with strong protocols and practices	Experienced working collaboratively in a multi-skilled team

#### Knowledge

Essential	Desirable
Knowledgeable of Treaty of Waitangi and understands implications for working in a residential programme	Demonstrates well developed conflict resolution skills and ability to manage pressures effectively
Able to respond to needs of young people whose culture is different from own	

#### Skills and Competencies

Essential	Desirable
Able to work in a structured environment	Has good self-care strategies in place and understands issues faced by residential facility workers
Communicates clear expectations and boundaries with firmness and respect	Has an alignment with Barnardos values and demonstrates this in aspects of daily practice



Has the ability to talk and listen to young people	
Has effective written and oral communication skills	

The Children's Act 2014 – this role is a Core Children's Worker under the Children's Act 2014.

### Delegations and Authority

#### Human Resources

- No formal responsibility for staff.

#### Financial – Budgetary and Expenditure Limits

- No authority to commit to expenditure.
- **Purchase Orders**
  - No authority to approve or issue purchase orders.
- **Purchase Card (Freedom Card)**
  - No authority to use a Purchase Card (P-Card)

#### Correspondence

- No authority to sign external correspondence

### Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and such change may be initiated as necessary by the manager of this position. All changes must be approved by the relevant Executive Leadership Team (ELT) member.

Authorised by:	<i>Operations Manager, Youth Services</i>	Date authorised:	<i>March 2017</i>
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