

HOROWHENUA SUPERGRANS TRADING AS SKILLS4LIVING

JOB DESCRIPTION – Incredible Years Lead Facilitator and Family Support Worker

Job Title:	Incredible Years (IY) Lead Facilitator and Family Support Worker
Responsible To:	Manager
Functional Relationships:	Clients – Families – Volunteers - Co-workers - Board Members - National Body – Funding Agencies - Community Groups – Government Agencies – General Public
Key Primary Objectives:	<p>To lead the delivery of the IY (Incredible Years Programme) successfully and effectively and be responsible for the day-to-day operational activities of IY.</p> <p>To provide focused parenting support/education to parents and caregivers to improve their parenting skills, confidence, and abilities.</p>
Skills, Qualifications and Attributes	The IY Lead Facilitator and Family Support worker role requires a self-directed solution focused team member with the skills and experience to undertake the requirements of the role. The IY Facilitator role requires specialist IY facilitator training to be completed.
Main Responsibilities:	<ul style="list-style-type: none">• To understand the context and remit of the IY programme and the necessary focus to successful co-facilitation of the programme, in accordance with the Ministry of Education contract.• To promote and plan IY parenting programme in conjunction with the second IY facilitator.• To offer parenting support to parents/caregivers at the office, in their own homes and in the community.• To provide budgeting support in line with the Building Financial Capabilities (BFC) contract.• To build a trusting working relationship with parents/caregivers.• To build up knowledge and understanding of other local resources and community/statutory services, and to communicate effectively with them in the best interests of the clients.• To work alongside colleagues, and partner agencies, to meet the needs of the parents/caregivers referred for support and participate in the reviews and evaluation of the work.• To comply with and contribute actively to the required monitoring of outcomes for the services/interventions provided.• To help plan creative and innovative responses to client's needs and keep high quality records and assist with the preparation of reports.• To attend conferences, review meetings, supervision and training sessions as required.• To ensure that work is carried out within a framework, which promotes equality of opportunity in accordance with Skills4Living's policies and procedures.• To work as part of the Supervised contact team, supervising contact sessions between children and their family members.• To work flexibly as required by the needs of the service and carry out any other reasonable duties as required.• To be able to always evidence Skills4Living's values.

PERSON SPECIFICATION

Incredible Years Lead Facilitator and Family Support Worker

- IYP Group Leader Trained and/or willingness to complete the training required.
- Knowledge and experience of direct work with families who have complex needs.
- Knowledge of and commitment to Te Tiriti o Waitangi.
- Experience of working in culturally diverse communities.
- Experience of working with people in their homes and in groups.
- Ability to undertake the work within an anti-discriminatory and empowerment framework.
- Excellent interpersonal and communication skills.
- Ability to work both independently and as a member of a team.
- Ability to give accurate information and practical support to parents/caregivers.
- Ability to write clear and accurate reports and have a good knowledge of IT skills.
- The ability to reflect on own practice; undertake training advice and constructive feedback.
- Ability to work hours in a flexible way, including occasional evenings and weekends to meet the needs of the service.
- A commitment to equal opportunities with an understanding of the impact of deprivation and discrimination on communities, families, and individuals.

All staff employed by Horowhenua SuperGrans trading as Skills4Living will work with the vision, mission and values of Skills4Living:

Skills4Living's vision is:

Our vision is that those living in the Horowhenua and Otaki Community are "Skilled 4 Life".

Skills4Living's mission is:

Our undertaking is to ensure that Skills 4 Living are "Delivering quality life skill services in collaboration with Community".

Our Values

These values are more than just words on paper. Our values guide our business and help Skills 4 Living achieve its vision, mission, goals and objectives in partnership with our clients and our community.

Our six core values are:

Relationships – Build trusted, respectful and transparent relationships

Community relations are the 'food for the soul' of Skills 4 Living. Building and maintaining strong relationships is a key aspect of our business, and a fundamental ingredient for the health of our organisation.

As a core strategy, it allows Skills 4 Living to attract and retain top employees and board members, positions Skills 4 Living among clients, customers and stakeholders, increasingly improves our position in the market and in our community, boosts our bottom line through positive, proactive connections with our community.

Accessible – We are accessible to all

Being accessible to all is a direction encompassing three key drivers- addressing needs, meeting future demand, ensuring services are fit-for-purpose.

This strategic intent focuses our energies on progressing our priorities to ensure we:

- Have the right environment - the community has access to fit-for-purpose facilities.
- Support our people to operate and deliver services, projects and programmes to meet the aspirations and needs of community.

- Focus our work on addressing the current and future needs of our clients, stakeholders, and community.

Resilient – we develop creative solutions and are adaptable

We help our clients to improve their life skills and adapt to change. We work with our stakeholders and the community to develop innovative and responsive services and programmes

We plan to react effectively when business and environmental factors change unexpectedly. We adjust our approach or actions in response to these changes. We learn from our experiences and mistakes, and continually add value to our clients, stakeholders and the community.

Integrity – We keep our word

We, as leaders, know that honesty and integrity are the foundations of working with grass roots community. We do the right thing, at the right time to get the best results.

Sustainable – We value people and resources

We support the ability of our clients and community to develop processes and structures, which not only meet current needs but also support the ability of future generations to maintain a healthy community.

We do this by:

- Working with the whole system – clients, community and other organisations
- leading by example through our services and operations
- encouraging learning within our organisation and sharing knowledge and experience with clients, other organisations and the community
- interacting responsibly with the environment - using household resources to reduce waste, create household savings and build healthy independent lives

Life Long Learning – Creating the ability to learn

We continually work to develop a strong and positive learning culture for our clients, staff and the community.

Ratified and approved by BOT: