

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Kairaranga ā-Whānau
Group:	Services for Children and Families / Youth Justice
Reports to:	Site Manager or Youth Justice Manager
Location:	As specified
Direct Reports:	No
Budget:	No

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

### The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



### Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

## POSITION PURPOSE

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The purpose of the Kairaranga ā-Whānau is to promote and support tamariki and rangatahi to be well connected to their whānau, hapū and iwi in order to build positive identity and strengthen enduring whakapapa relationships.

This role will also work in collaboration with Social Workers (or Coordinators) to enable good decision making for the safety and well-being of tamariki and rangatahi by identifying key people in the wider whānau/hapū/iwi who will actively contribute to the decision making. Where appropriate, Kairaranga ā-Whānau will support whānau to identify those within the whānau, hapū or iwi who may be able to offer care to tamariki and rangatahi.

Kairaranga ā-Whānau have an important role in supporting Oranga Tamariki in meeting the requirements of Section 7 AA 2 (b).

*Section 7 AA 2 (b): the policies, practices, and services of the department have regard to mana tamaiti (tamariki) and the whakapapa of Māori children and young persons and the whanaungatanga responsibilities of their whānau, hapū, and iwi.*

## KEY ACCOUNTABILITIES

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Key Result area	Key Accountabilities
<b>Whānau Search and Whakapapa Research</b>	<ul style="list-style-type: none"><li>– Manaaki the Social Worker to undertake whānau search and whakapapa research for tamariki and rangatahi at risk of being placed in care, as well as those tamariki and rangatahi Māori who have been placed with non-kin carers</li><li>– Manaaki Social Workers and Coordinators ensure that whānau, hapū and iwi are identified and correctly recorded for tamariki and rangatahi Māori in CYRAS</li><li>– Manaaki Social Workers and Coordinators to identify whānau members who are able to support or offer care to tamariki and rangatahi Māori</li><li>– Manaaki Social Workers and Coordinators to identify and engage with all known whānau, and help extended whānau to express their ideas about how they might be able to support their tamariki or rangatahi Māori and the whānau</li><li>– Engage and liaise with extended family to identify other person(s) of significance to tamariki or rangatahi Māori</li><li>– Work alongside whānau, hapū, iwi and kaumātua to undertake and support whānau search or research whakapapa for tamariki and rangatahi Māori who may be at risk of placement outside of cultural and family groups</li><li>– Support tamariki and whānau in their development, building and strengthening of their whakapapa knowledge</li><li>– Assist with identification of potential links or hononga that may be important to the wider whānau, hapū and iwi</li><li>– To support Coordinators to undertake whānau search / whakapapa research research for tamariki Māori referred to Family Group Conference, under Section 19 (Oranga Tamariki</li></ul>

Key Result area	Key Accountabilities
<b>Hui ā-Whānau facilitation and Family Group Conference Support</b>	<p data-bbox="619 219 676 253">Act).</p> <ul style="list-style-type: none"> <li data-bbox="571 277 1358 349">– Engage with ngā mātua, whānau and caregivers using trauma-informed practices and culturally appropriate approaches</li> <li data-bbox="571 365 1358 436">– Work in partnership with ngā mātua, whānau and caregivers to maintain whānau responsibility wherever appropriate</li> <li data-bbox="571 452 1334 555">– Value whakapapa and understand the role that ngā mātua, whānau and caregivers have in the decision-making for their tamariki</li> <li data-bbox="571 571 1358 642">– Manaaki whānau to set a process, date, venue and time which respects their kawa/tikanga</li> <li data-bbox="571 658 1326 761">– Manaaki and encourage whānau to participate in whānau decision making processes, including hui ā-whānau Family Group Conferences</li> <li data-bbox="571 777 1369 848">– Manaaki and promote understanding of the process, rights and responsibilities of whānau in whānau decision making processes</li> <li data-bbox="571 864 1374 936">– Manaaki Tamariki Māori to express what they are experiencing, feeling and to describe their world</li> <li data-bbox="571 952 1362 1055">– Manaaki Tamariki Māori in a manner that promotes their rights and respects their dignity and support them to have a voice in whānau decision making processes</li> <li data-bbox="571 1070 1342 1218">– Engage with and have conversations with ngā mātua, whānau and caregivers about circumstances such as family violence where these may be contributing to the vulnerability of their tamaiti or tamariki Māori</li> <li data-bbox="571 1234 1334 1337">– Recognise the right of ngā mātua, whānau and caregivers to information about their tamariki, unless it is not in the best interests of te tamaiti</li> <li data-bbox="571 1352 1374 1462">– Support the development of whānau centred plans which address the needs and issues of te tamaiti, and are specific and relevant to whānau.</li> </ul>
<b>Relationship Management and Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li data-bbox="571 1503 1321 1574">– Build and maintain relationships with whānau, hapū and iwi (mana whenua)</li> <li data-bbox="571 1590 1394 1693">– Understand the services and support within their hāpori, and how to help tamariki Māori and their ngā mātua, whānau and caregivers to access them</li> <li data-bbox="571 1709 1374 1780">– Network with other social sector colleagues to grow knowledge and enhance practice especially when working with whānau</li> <li data-bbox="571 1796 1369 1944">– Liaise with whānau, extended whānau and other appropriate professional support specialists to support and ensure whānau are well informed in discussions concerning the wellbeing and oranga of tamariki or rangatahi Māori</li> <li data-bbox="571 1960 1369 2063">– Manaaki whānau, hapū and iwi to build supportive and effective relationships that will provide a korowai (a cloak) of safety and security and connection around tamariki or rangatahi</li> <li data-bbox="571 2078 1353 2107">– Liaise, build and encourage sound relationships and networks</li> </ul>

Key Result area	Key Accountabilities
	<p>across hapori</p> <ul style="list-style-type: none"> <li>- Manaaki the development of linkages/relationships with rūnanga and other rōpū Māori (groups or organisations)</li> <li>- Build and maintain trusted relationships and networks across Oranga Tamariki.</li> </ul>
<b>Leadership and Guidance</b>	<ul style="list-style-type: none"> <li>- Provide active leadership in working with whānau to create a positive environment for participation in hui ā-whānau that will result increased participation and whānau lead outcomes</li> <li>- Recognise the importance of tikanga and apply appropriate practices that represent and reflect te ao Māori values</li> <li>- Represent the primary liaison that brings all relevant persons together on behalf of te tamaiti</li> <li>- Reinforce the purpose of hui ā-whānau , i.e. the well-being, health and safety of te tamaiti is paramount.</li> </ul>
<b>Working Effectively with Māori</b>	<ul style="list-style-type: none"> <li>- Utilise practice guidance and tools for effectively working with Māori</li> <li>- Manaaki social workers , coordinators and site leadership to work effectively with whānau , hapū and iwi</li> <li>- Develop and maintain relationships with mana whenua and key members of other cultural groups</li> <li>- To participate in site leadership meetings and provide regular updates on effective whānau search, whānau caregiver, placements for tamariki and accurate recording of whānau, hapū and iwi information for all tamariki Māori.</li> </ul>
<b>Strategic Outcomes</b>	<ul style="list-style-type: none"> <li>- Tamariki Māori, whānau, hapū and iwi are involved from the earliest opportunity in decision making process for tamariki to enhance their wellbeing and safety</li> <li>- Whānau Māori are supported, strengthened and assisted to care for their tamaiti or tamariki</li> <li>- If removal from home is necessary, placements for tamariki Māori (including their siblings) will be preferenced with wider whānau, hapū iwi or family group who is able to meet their needs, including for a safe, stable and loving home</li> <li>- Tamariki Māori in the custody of the Chief Executive will be supported to establish, maintain or strengthen their sense of belonging through cultural identity and connections to whānau, hapū and iwi</li> <li>- Tamariki Māori and their whānau will be supported, strengthened and assisted to prepare for their return home or transition into the hapori.</li> </ul>
<b>Cultural Competence</b>	<ul style="list-style-type: none"> <li>- Reinforce the values, rights and mana of Māori, underpinned by the principles of Te Tiriti o Waitangi</li> <li>- Ensure engagement with all participants is underpinned by cultural awareness, sensitivity, knowledge, skills and behaviours</li> </ul>

<b>Key Result area</b>	<b>Key Accountabilities</b>
	<ul style="list-style-type: none"> <li>- Commit to on-going development in cultural competence in working with whānau Māori and other cultures</li> <li>- Cultural responsiveness is valued, understood and applied within the service and support provided</li> <li>- Recognises the value of applying the principles of Te Toka Tūmoana in working with whānau, hapū and iwi.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>- Identify any organisational risks and take action to minimise their impact</li> <li>- Escalate risks and propose appropriate action where necessary</li> <li>- Ensure that there are appropriate systems and processes in place to manage serious issues and risks.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>- Actively and positively participate as a member of the team</li> <li>- Proactively look for opportunities to improve the operations of Oranga Tamariki</li> <li>- From time to time, you may be required to perform other reasonable duties as requested by your manager</li> <li>- Comply with and support all health and safety policies, guidelines and initiatives</li> <li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li>- Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>- Care and Protection Co-ordinator</li> <li>- Youth Justice Co-ordinator</li> <li>- Social Workers, Social Worker Supervisors and Workplace Administrators</li> <li>- Caregiver Social Workers and Supervisors</li> <li>- Practice Leader</li> <li>- Social Work Resource Assistants</li> <li>- Cultural Advisor/Site Kaumatua</li> <li>- Senior Advisor</li> <li>- Caregiver Recruitment and Support Managers</li> <li>- Kairaranga ā-Whānau</li> <li>- Care &amp; Protection Resource Panel</li> </ul>
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<b>External</b>	<ul style="list-style-type: none"> <li>- Whānau/Hapū/Iwi</li> <li>- Rūnanga and iwi mandated authorities</li> <li>- Māori Communities, for example Māori Wardens, Māori Women’s Welfare League, Marae, Iwi Social Services</li> <li>- Cultural Authorities, for example Pacifica Trust &amp; Others</li> <li>- Government Agencies and NGOs</li> <li>- Local community networks</li> </ul>
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## QUALIFICATIONS & EXPERIENCE

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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Demonstrated relevant experience in similar role or background</li> <li>- A clean, current driver’s licence is essential and a willingness to drive the Ministry’s vehicles.</li> </ul>
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<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>- Willingness to travel within New Zealand to fulfil the requirements of the role.</li> </ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>- Working with vulnerable tamariki, rangatahi and whānau Māori</li> <li>- Working with whānau Māori</li> <li>- Working with whānau, hapū, iwi and other cultural groups, to gather knowledge of whakapapa</li> <li>- Demonstrated ability to work in collaborative peer and other stakeholder relationships</li> <li>- Knowledge of and established links to hāpori networks and experience working in collaboration and conjunction, and effectively working in cross cultural environments and contexts</li> <li>- Knowledge of the Oranga Tamariki Act 1989 and its operation, and other relevant legislation.</li> </ul>
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<b>Skills</b>	<ul style="list-style-type: none"> <li>- Ability to apply the principles of te Tiriti o Waitangi and the Oranga Tamariki Act 1989</li> <li>- Have a good understanding and knowledge of te reo me ōna tikanga</li> <li>- Understand the dynamics of whānau Māori</li> <li>- Be familiar with Māori models of practice with whānau Māori</li> <li>- Be able to apply Māori principles and values into practice</li> <li>- Understand the application of mana tamaiti, whakapapa and whanaungatanga into the Oranga Tamariki system</li> <li>- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others</li> <li>- Have established relationships and networks with local iwi, marae and community</li> <li>- Commitment towards positive outcomes for children, young people and their families</li> <li>- Ability to manage complex and competing work priorities</li> <li>- Highly developed negotiation and advocacy skills at a senior level</li> </ul>
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- Ability to represent Oranga Tamariki to external organisations at all levels
  - Demonstrated ability to negotiate solutions with external organisations in what can be difficult circumstances
  - Highly developed organisational skills – able to operate autonomously while gaining the co-operation of others
  - Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels of the Ministry, as well as with key stakeholders and networks
  - Strong commitment to attaining goals – reducing disparities for tamariki Māori, generate new ideas, seek solutions to problems, takes action that goes beyond solving the immediate problem
  - Strong problem resolution and decision making skills – able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations
  - Excellent interpersonal skills – able to adapt these to suit the needs of the audience, able to influence others to accept ideas/strategies
  - Ability to handle confidential material in a professional and discrete manner and the ability to generate confidence when dealing with Officials, Oranga Tamariki managers, staff and clients
  - Understanding of the social services environment and the complexity of pressures that can impact on staff
  - An ability to influence action in areas for which they have responsibility but not line management authority
  - An ability to learn and apply administrative tasks
  - Fluency in Te Reo Māori both verbally and written is desirable.
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