

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title: Senior Advisor Residential and High Needs Services

Group: Care Services

Reports to: Manager High Needs Services

Location: National Office, Wellington

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

The role of Senior Advisor High Needs Services is to provide expert advice and guidance to managers and practitioners in relation to specialist foster care and high needs services and programmes and to undertake analysis that will contribute to continuous improvements in line with best practice and evolving organisational requirements. The role also involves social work assessment in order to determine access to high needs residential and specialist placements and service. This includes:

- managing the placement, support and monitoring of CYP in high needs and residential services and programmes
- carrying out analysis that will contribute to practice and service enhancements
- preparing advice and reports for manager
- building and maintaining effective relationships

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Practice Advice and Leadership	<ul style="list-style-type: none">- To manage the placement, support and monitoring of children and young people in high needs and residential services and programmes- To provide evidence and practice based advice on placement and services for high needs children and young people- To support the monitoring and mitigation of risks across Residential and High Needs Services
Analysis and Advice	<ul style="list-style-type: none">- Carry out analysis and consult across Residential and High Needs Services teams and other groups in Oranga Tamraki, to lead or contribute to service development, practice advice or other advice to support the operation of the group and services- Consult key stakeholders to form an integrated viewpoint and prepare advice for Manager High Needs Services and Manager Operational Support, Residential and High Needs Services- Ability to prepare and draft responses to correspondence on behalf of the Chief Executive, General Managers including management of Official Information requests and other reports as required- Participate in and prepare advice for the Manager High Needs Services and Manager Operational Support on, policy and service developments related to high needs children and young people, including interagency work streams- Provide support to Residential and High Needs Services team by actively contributing to policy perspectives/development as required.
Report Writing	<ul style="list-style-type: none">- Draft quality reports, memos, correspondence as required for service development, proposals, and advice for the General Manager Residential and High Needs
Service Development	<ul style="list-style-type: none">- Develop and/or enhance components of the high needs care continuum including residential and externally provided services.- To lead the design and implementation of standards, regulations,

Key Result area	Key Accountabilities
	training and service development initiatives for high needs children and young people
Relationship Management	<ul style="list-style-type: none"> – Build and maintain effective and collaborative relationships with NGOs and private providers of services for high needs children and young people – Build and maintain effective working relationships with Oranga Tamariki social workers and Operations and with external health and education providers – Attend and contribute to meetings delegated by Manager High Needs Services and Manager Operational Support – managing any portfolios on their behalf.
Monitoring and reporting	<ul style="list-style-type: none"> – Develop and provide reports on the placement, services and programmes in residential and high needs
Practice Leadership	<ul style="list-style-type: none"> – To provide leadership and national co-ordination for high needs cases referred to the National Hub for social workers and regional operations drawing on understanding of national and regional services and Oranga Tamariki best practice frameworks and processes.
Leading specific programmes/projects	<ul style="list-style-type: none"> – Where agreed, to take lead responsibility for specific practice, programme and service development initiatives and or projects for residential and high needs including: – co-ordinating the activities – setting and achieving quality standards – providing specialist input as appropriate – tracking progress and providing regular status reports, (including issue identification and strategies to address these risks), for each work item on the project plan – Identifying 'risks' and escalating to the Manager.
Practice Leadership	<ul style="list-style-type: none"> – As negotiated, to take a leadership role within the team in terms of facilitating and supporting change and team capability – Provide coaching and mentoring to other team members as well as support and advice as necessary – Represent the agency on interagency forums including taking part in inter-departmental working groups. – Present to Oranga Tamariki Executive Committee and other senior forums as required.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki – From time to time, you may be required to perform other reasonable duties as requested by your manager – Comply with and support all health and safety policies,

Key Result area	Key Accountabilities
	<p>guidelines and initiatives</p> <ul style="list-style-type: none"> – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool – Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known – Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct – Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal

- DCE Care Services
- Manager High Needs Services
- Manager Clinical Services
- Residential and High Needs group members
- Regional Operations – all levels
- National and regional funding and contracting units
- GM and members of the Care and Protection Group
- GM and members of National Operations
- Oranga Tamariki Staff

External

- All NGOs providing social services, including
 - o Social sector care providers
- Ministry of Health and Education and Justice and New Zealand Police

QUALIFICATIONS & EXPERIENCE

Qualifications

- A relevant social work/teaching or psychology or other social service qualification is essential.
- Registration with the relevant registration board is essential. Social Work Registration Board is desirable.
- A current, “clean” driving licence is essential.

Experience

- Proven successful social work and/or psychology experience including the provision of services to Māori and Pacific Peoples.
- Proven successful experience in the application of policy and service delivery initiatives to enhance practice and policy and service development
- Sound knowledge and experience of evidence based and contemporary issues in social services delivery.
- Proven ability to write at a good standard, including email, correspondence and report
- Sound knowledge of the Oranga Tamariki Act 1989.

Skills

- Excellent verbal, written and interpersonal communication skills
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples’ culture
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- Strong relationship management skills
 - Good negotiation skills.
 - Demonstrated competence in social work/psychology/social service field practice.
 - Excellent verbal and written communication skills including report writing and business presentation.
 - Commitment towards positive outcomes for Children, Young People and their Families.
 - Sensitivity towards Māori, Pacific Peoples and other cultures.
 - Ability to influence action in areas for which they have responsibility but not line management authority.
 - Ability to create and promote a supportive culture and open communication.
 - Commitment to ensuring best practice customer service delivery to the organisation.
 - Ability to be proactive by anticipating situations, creating opportunities or avoiding problems
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