

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Kaiārahi, Youth Justice
Group:	Youth Justice Services
Reports to:	Manager Residence Operations
Location:	Whakatakāpokai – Auckland
Direct Reports:	Yes
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.

BACKGROUND

Whakatakāpokai is one of five Youth Justice Residences operating across Aotearoa that operate 24 hours a day, 7 days a week providing residential placements and programmes for rangatahi aged 13 to 19 years who have been charged with or convicted of an offence.

Whakatakāpokai is strongly focused on achieving positive change in rangatahi through education, skill development, vocational programmes, and therapeutic interventions and using a Māori world centric view (Te Ao Māori). Our overall goal is that rangatahi who come into our care are positively integrated back into their community and reduce reoffending with their mana restored. The services provided at Whakatakāpokai will be for all rangatahi in our care.

POSITION PURPOSE

The purpose of the role of Kaiārahi is to lead and inspire a team of dedicated professional staff to ensure rangatahi receive quality youth justice services, that help rangatahi to take responsibility for their actions with the aim of reducing future reoffending, meet wellbeing needs and strengthen identity and connection with whānau, hapū and iwi.

The Kaiārahi has the responsibility of managing the operational team on the floor, including risk mitigation in relation to the rangatahi in care, planning shifts for the team, arranging resources and allocating tasks.

The Kaiārahi will foster an environment where team members share their knowledge, skills and learnings with rangatahi to coach, support and inspire them, acknowledging the positive personal influence each interaction can have on the life and outcomes of rangatahi.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Leadership and Management	<ul style="list-style-type: none"> - Create an environment which encourages team members to engage with others in ways that help plan and deliver positive outcomes for rangatahi in a Te Ao Māori environment - Foster people development by developing and implementing clear performance objectives, coaching, providing ongoing feedback, encouraging knowledge management and skills development - Build a culturally competent and effective team by providing on-going cultural development and support - Nurture a learning and mentoring culture, encouraging staff to identify key areas to support and develop the life skills and confidence of rangatahi - Manage workflow in conjunction with the Residence Leadership Team, by ensuring appropriate planning, prioritisation and re-prioritisation of work as required, ensuring that priority work is completed to an appropriate standard - Ensure practice or performance issues are identified and appropriate action plans are put in place to remedy issues

Key Result area	Key Accountabilities
Operational	<ul style="list-style-type: none"> - Undertake the selection and recruitment of direct reports, and the determination of responsibilities and performance standards - Ensure tasks are allocated appropriately across the shift team and resources are deployed to meet the requirements of the shift, including planning for breaks - Promote, model and provide leadership to Residence staff on cultural competence as well as Whakamana Tangata and how it aligns with the Māori Cultural Framework, Practice Standards, National Care Standards and Te Toka Tumoana. <hr/> <ul style="list-style-type: none"> - Plan, assist with and supervise the completion of daily management tasks of the Residence - Run shift planning sessions, ensuring that information is passed between shifts and is accommodated into the planning, particularly on relevant information about rangatahi - Identify and mitigate/manage risks and issues, actively manage quality, and take opportunities for service and practice improvement - Ensure constant compliance by facilitating and monitoring adherence to legal and regulatory requirements and/or prescribed policies and procedures - Manage to completion, all incidents in a timely manner, ensuring staff and rangatahi feel well supported - Work with the Rangatahi Mentors to ensure all plans are developed to identify and meet the needs of rangatahi and are understood and contributed to by all staff - Work with the Team Leader Logistics when on the PM and weekend shifts to ensure a smooth handover of resource management duties - Ensure any changes in operational or residential policies or directives impacting on the daily operation of the residences are cascaded down to the shift team - Ensure the efficient running of the operational team on the floor whilst maintaining a safe and motivated environment - Manage and ensure team duties are carried out in a professional manner, in accordance with relevant legislation, regulation, policies and codes of ethics/practice - Communicate clearly with other team members about residents; ensuring that information is shared and recorded, where there is a likelihood or potential risk of harm to any other individual - Contribute to and/or lead group meetings and discussions with rangatahi

Key Result area	Key Accountabilities
Professional Residential Care Services	<ul style="list-style-type: none"> - Assist rangatahi to develop an appreciation of their own and others' culture - Raise any risks or issues of concern with the Manager Residence Operations as soon as practicable in relation to personal or client safety. - Provide the day to day care of all rangatahi in Residence - Work with whānau to manage and ensure care, safety and security for rangatahi in the care or custody of the Ministry using practice standards to guide practice - Develop and implement a programme of recreational and cultural activities that includes local initiatives to ensure a stimulating and structured day that is appropriate and specifically designed to meet the identified needs of rangatahi in the Residence - Assist in the planning of interventions for rangatahi in consultation with residential staff, colleagues, and/or whānau - Ensure implementation and oversight of practice is consistent with the Oranga Tamariki practice standards - In consultation with colleagues, ensure that programmes for rangatahi are planned, implemented and reviewed in accordance with relevant legislation, regulation, policies and codes of ethics/practice - In consultation with colleagues, ensure on-going contact with whānau and other appropriate people - In consultation with colleagues, provide appropriate information to rangatahi and whānau, relevant professionals (within and outside the Ministry) and other people working with the rangatahi, to facilitate appropriate decision-making and to maximise successful outcomes for rangatahi - In consultation with the Manager Residence Operations and in conjunction with the education provider, ensure that integrated programmes appropriate to the abilities and identified needs of rangatahi in residence are offered - Consistently maintain the rights, dignity and privacy of the individual rangatahi - Demonstrate practice that is consistent with the Residential Regulations 1996 and National Care Standards.
Cultural Competence	<ul style="list-style-type: none"> - Demonstrate an understanding of, and commitment to, the Oranga Tamariki Māori cultural framework and lead with the business - Understand and reflect the bicultural partnership in Aotearoa New Zealand - Learn, understand and model Whakamana Tangata through everyday

Key Result area	Key Accountabilities
	<p>practice</p> <ul style="list-style-type: none"> - Understand and apply the principles of Te Tiriti o Waitangi - Demonstrate a sound understanding of the whānau dynamic within Te Ao Māori context - Demonstrate a sound understanding of te reo Māori - Demonstrate an understanding of tikanga me te kawa o mana whenua me Tainui iwi katoa - Ensure engagement with staff, rangatahi and whānau is underpinned by cultural awareness, sensitivity, knowledge, skills and behaviours - Commit to on-going development in cultural competence in working with Māori and other cultures - Demonstrate understanding of, and commitment to the Oranga Tamariki Māori cultural framework and other current organisational cultural framework - Participate confidently and competently in situations that involve Matauranga Māori and Te Reo Māori - Understand and practice s7aa of the Oranga Tamariki Act and meeting the aspirations of Māori - Demonstrate active consideration of incorporating and representing Te Ao Māori in day to day work.
<p>Health, Safety and Security</p>	<ul style="list-style-type: none"> - Understand and implement your manager Health, Safety and Security accountabilities - Ensure health, safety and security policies and procedures are understood, followed and consistently implemented by all employees.
<p>Risk Management</p>	<ul style="list-style-type: none"> - Identify and develop appropriate responses to any risks for rangatahi identified during the shift such as self-harm, aggressive behaviours, suicidal tendencies or other issues, and report the risks and actions taken to the Kaiwhakahaere /Manager Residence Operations and other relevant parties - Identify any organisational risks and take action to minimise their impact - Effectively manage risks and escalate risks and propose appropriate mitigation where necessary - Be personally proactive, identifying, managing and mitigating risks.

Key Result area	Key Accountabilities
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, guidelines and initiatives - 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 the Te Tiriti o Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - Residence Leadership Team - Residence staff - Other Youth Justice Residences - Transitions team - Oranga Tamariki staff
External	<ul style="list-style-type: none"> - Whānau, hapū, iwi, marae and Māori organisations - Professional agencies - Service providers and client groups relating to the practice area - Central government agencies - The Community

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - Hold a relevant qualification or experience in one or more of the following: <ul style="list-style-type: none"> o Youth or criminal justice, law, psychology, sociology, criminology, management, te reo and kaupapa Māori o Youth work o Teaching and learning support, childcare and parenting services o Social work – counselling, mental health, substance misuse, working with vulnerable people o Probation practice, offender management
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In-Confidence

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- Mental health, nursing and healthcare
 - Coaching, sport, health, fitness
 - Therapeutic practice
 - Working with tamawāhine and tamatāne
- A current, "clean" driving licence is essential.
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Experience and knowledge

- In depth knowledge and experience of applying legislation, policy, and compliance requirements governing youth justice or similar operations
- Proven experience at management level in a role requiring business planning, staff development, consultation, communication and relationship management skills in managing and leading staff preferably in a shift or rostered environment
- Proven operational, financial and business systems experience
- Exceptional communication skills, initiative and leadership qualities
- Ability to influence and succeed at an operational level
- Previous experience and demonstrated capability to develop staff and improve performance in a change environment
- A high level of understanding and anticipation of security risk
- Competence in being effective for Māori and an understanding of the factors impacting on rehabilitation and reintegration
- Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori and the kawa of local iwi, and those of Pasifika
- Demonstrable knowledge and ability to apply the Oranga Tamariki Act 1989, Residential Care Regulations, National Care Standards and Residential Regulations 1996
- Strong relationship management skills and the ability to apply common sense in challenging situations
- Knowledge of relevant legislation and compliance requirements including experience in preparing incident and other reports that are accurate and timely.

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
 - Able to demonstrate empathy is an essential capability for working with rangatahi and able to demonstrate patience, tolerance and understanding
 - Ability to actively champion pro-social environment and discourage anti-social behaviours
 - Understanding of Māori language and tikanga with correct
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In-Confidence

pronunciation being vital

- Knowledge and understanding of support mechanisms, such as kaiatawhai, whānau, kaumatua, Māori practitioners and other Māori providers.
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