



**Kaiwhakahaere / Manager**

**Te Pā Maru Residential Alcohol Harm Reduction Service**

**Wellington City Mission**

**Wellington has an opportunity to lead the way in the alcohol harm reduction space that prioritises the dignity and care of those who experience alcohol dependence.**

**Would you like to help develop this exciting service? Would you like to lead it?**

You'll be along working alongside a group of wonderful, committed people.

Te Pā Maru, is a brand new facility supporting a strength based harm-reduction approach to alcohol, with the intention of promoting controlled drinking, reducing risks relating to drinking, addressing health issues, and supporting healthier and more stable lifestyles. Te Pā Maru will combine housing with on-site support for up to 18 residents, with no time limits placed on occupancy. This will include 18 bedrooms, all having an individual ensuite and communal kitchen and lounge areas.

The service will be based on a harm reduction approach and will prioritise the inclusion of Māori clinical expertise.

We're going to appoint a Kaiwhakahaere to lead this exciting new service, and this might be the role that you have been waiting for your whole career. Come and work alongside the Wellington City Mission team currently developing the model of practice for this residential, alcohol harm reduction service. Looking for best practice? Look no further.

You can page down for more information about this opportunity. If the position sounds like you and you would like to apply, please complete the application form included in this information pack and send it to Allan at [allan@wcm.org.nz](mailto:allan@wcm.org.nz) Applications close at 5.00pm on Friday, 30 June.

If you have questions or would like more information, email [allan@wcm.org.nz](mailto:allan@wcm.org.nz) or phone Allan on 027 304 7049.

*We encourage diversity and welcome applications from all communities and walks of life!*



In September 2023, Wellington City Mission will launch Te Pā Maru, a ground breaking and innovative approach to caring for people dependent on alcohol.

The former Wellington Night Shelter in Taranaki Street is being transformed. The building has new foundations, been reclad and reroofed, and been fitted out with 18 rooms with en suite bathrooms. But the transformation is much more than a renovation. The building is being repurposed to provide care and a safe place for those who were often unable to access other residential support services because of the impact of their alcohol dependence.

Te Pā Maru will support a strength based harm-reduction approach to alcohol, with the intention of promoting controlled drinking, reducing risks relating to drinking, addressing health issues, and supporting healthier and more stable lifestyles. Te Pā Maru will combine housing with on-site support for up to 18 residents, with no time limits placed on occupancy. This will include 18 bedrooms, all having an individual ensuite and communal kitchen and lounge areas.

The service will be based on a harm reduction approach and will prioritise the inclusion of Māori clinical expertise.

This service is not a specialised addiction service. It is primarily a supported housing solution, with a range of wrap around supports. We will work collaboratively with others from primary and secondary health services and community agencies to access any necessary clinical addiction and mental health expertise.

For more information contact [allan@wcm.org.nz](mailto:allan@wcm.org.nz).



## Kaiwhakahaere

### Residential Alcohol Harm Reduction Service

<b>Position title</b>	<b>Kaiwhakahaere, Te Pā Maru</b>
<b>Reporting to</b>	<b>General Manager, Residential Services</b>
<b>Staff reporting</b>	<b>Direct reports (Kaihautū, Support Specialists – 3, Peer Support, Registered Nurse)</b> <b>Indirect reports (Kaitiaki/Concierge – 9, Household Services)</b>
<b>Proposed salary range</b>	<b>\$100,000 to \$120,000</b>

#### **Our context**

Wellington City Mission (WCM) is a faith-based community organisation that has been supporting those in need in the Wellington region through the provision of social services since 1904.

#### **Our vision**

*People and communities empowered, transformed and experiencing fullness of life.*

#### **Our values**

Aroha / Love

Tūmanako / Hope

Whanaungatanga / Kinship

Manaakitanga / Generosity

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

The Kaiwhakahaere, is part of the Residential Alcohol Harm Reduction Service team. The Residential Alcohol Harm Reduction Service team's purpose is to provide a strength-based harm-reduction approach to alcohol in a residential setting, supporting Kainoho (residents) safety by assisting them to reduce negative impacts of alcohol and other substance use, self-harm and high-risk behaviours to achieve wellbeing.

The purpose of the Kaiwhakahaere is to lead this innovative service, delivering Te Pa Maru's alcohol harm reduction approach, within a multi-disciplinary service, that reflects our person-centred values

and the high level of ambition we have for both the wellbeing of our residents for who we provide our support and the development of our own staff.

### Representative responsibilities and outcomes

Responsibility	Outcome
<b>Service Management</b>	
<p>Lead and provide oversight of the residential alcohol harm reduction service</p>	<ul style="list-style-type: none"> <li>• Lead, develop and co-ordinate the service to ensure the delivery of high quality, innovative and cost-effective care and support.</li> <li>• Co-ordinate the overall design, development and implementation of the service activities.</li> <li>• Develop and deliver an annual work plan, achieving required standards on time and within budget. Ensure the progress of the work plan is monitored and progressed. Oversee workplans for staff.</li> <li>• Contribute to WCM’s organisational systems by supporting practice development, improvement processes, establishing models of evidence-based practice and building practice based evidence. Gather, analyse and disseminate on a regular basis information and resources that improve organisational knowledge, understanding and interest in sector best practices.</li> <li>• To model and apply Te Tiriti principles and facilitating application of Te Ao Māori informed approaches to support.</li> <li>• Facilitate the provision of clinical advice and expertise to support the implementation of an effective alcohol harm reduction and recovery approach to service delivery.</li> <li>• Demonstrate excellent communication across all mediums, ensuring external and internal communications are to a high standard and within the WCM’s communication style, including Government reporting and social media. Maintain a professional standard of written work, reporting, documentation, and communication at all times. All communication both written and verbal is clear, accurate, concise, and respectful in manner. Language</li> </ul>

	<p>used is appropriate for intended recipients of information.</p> <ul style="list-style-type: none"> <li>• Prudently manage organisational resources (including financial and time of other staff) and abide by delegations and relevant laws including health and safety, and privacy.</li> <li>• Develop and manage the budget for the service with General Manager – Residential Services oversight and approval.</li> <li>• Support cultural diversity and collaborate as a member of the team, treating others in a fair and consistent way and providing support and encouragement to others. Work in a culturally safe and respectful manner, and always be mindful of the cultural diversity of the community.</li> </ul>
<b>Relationship management</b>	
<p>Develop and maintain kainoho centred relationships with clinical and other service providers and with key community stakeholders.</p>	<ul style="list-style-type: none"> <li>• Identify, initiate and maintain relevant stakeholder relationships and ensure they are positive strong and ongoing.</li> <li>• Foster collaborations that will positively benefit those who use the service and supports a joined up and integrated approach to alcohol harm reduction.</li> <li>• Work positively with the wider community to ensure the service delivery is understood and supported. Respond to any stakeholder concerns appropriately.</li> </ul>
<b>Monitoring and Reporting</b>	
<p>Lead the evaluation and reporting of service delivery and its related activities</p>	<ul style="list-style-type: none"> <li>• Provide regular updates to the residential services' senior leadership team on any strategic issues and trends that relate directly to the service and its related activities.</li> <li>• Provide monthly and quarterly service reporting for the General Manager – Residential Services and as required.</li> <li>• Contribute to reports to funders, supporters and relevant Government contracts.</li> <li>• Regularly review the service performance and report results and recommendations.</li> </ul>
<b>Leadership</b>	
<p>Lead, manage and develop the Alcohol Harm Reduction Service team</p>	<p>Team members are engaged and productive.</p>

	Team members understand their roles and have or are developing the necessary skills and resources to carry them out.
Recruit, select, appoint and induct team members	People with relevant knowledge, skills and attributes are recruited and deployed. Recruitment processes are efficient and comply with legal and policy requirements. All applicants are treated respectfully, and recruitment processes are consistent with WCMs values.
Carry out annual reviews according to WCM practice	Annual reviews are completed within WCM time frames. Reviews are honest and constructive and objectives achievable. Review actions are documented and followed up.
Assist team members to plan and achieve relevant learning and development goals	Team members become increasingly proficient at their current roles. Team members are preparing for future roles or additional responsibility as appropriate. Retention and engagement are enhanced.
Manage team members' employment relationships within delegations, including managing disciplinary and change processes	Employment matters are managed in ways that meet legal and policy requirements and are consistent with WCMs values.
Model and reinforce WCM's values	Team members know WCMs values and demonstrate these in their work and their interactions with each other, clients, and the public.
<b>Process improvement</b>	
Look for and propose process improvements	Processes are effective and innovative. WCM demonstrates best practice. WCM resources are used to good effect.
<b>Values and health and safety</b>	
Demonstrate WCM's Kaupapa and values	All tasks and interactions are carried out in ways that are consistent with WCM's Kaupapa and values.
Comply with WCM's health and safety practices and processes	Hazards are identified and controlled in line with WCM's health and safety management The position holder and those they work with are kept safe.

## Person specification

Essential	Desirable
<b>Qualifications</b>	
Relevant tertiary qualification	Relevant post graduate tertiary qualification
<b>Knowledge and experience</b>	
Extensive experience within the AOD sector	Extensive experience, within an alcohol harm reduction context
Experience in clinical, management and/or leadership positions	
2-3 years leading a service in the AOD or a related sector	3-5 years' experience leading a service in the AOD or a related sector
Proven experience, knowledge and skills in service delivery, including the leadership of programme design, development, delivery and evaluation	
Demonstrable excellence in report writing and other written communication	Research and/ or evaluation experience and skills
A high level of cultural competency	
Demonstrable practice of Te Tiriti o Waitangi principles	
Effective current networks within the sector	Extensive and effective current networks within the sector
Possesses a strong value base that supports inclusive ways of working with people from diverse cultural groups	
Current full, clean New Zealand driver's licence	
<b>Attributes</b>	
An Achiever: you are able to perform at an optimal level and hold high expectations and standards of your own work.	
Problem solver: you love it when people bring you complex problems to solve. You see troubleshooting as an awesome opportunity to put your analytical problem-solving skills to work.	
A Connector: champion collaboration to achieve collective goals by working together. This is demonstrated by taking a win-win approach, thinking beyond yourself, and taking opportunities to help others. You also bring people, groups and organisations together.	
An Executor: strengths in execution over strategy, with a growth mindset.	

## Key relationships

Inside WCM	Outside WCM
<ul style="list-style-type: none"> <li>City Missioner</li> <li>Kaiwhakawai, Principal Clinical Advisor, Psychotherapist</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Social Development allocated WCM case manager</li> </ul>

<ul style="list-style-type: none"> <li>General Manager, Corporate Services (for property)</li> </ul>	<ul style="list-style-type: none"> <li>TACT Team Leader, MHAIDS, Te Whatu Ora NZ services</li> <li>Practice Development Leader – Te Roopu Āramuka Whāroaroa, MHAIDS, Te Whatu Ora NZ services</li> </ul>
Other WCM Managers Whakamaru General Manager	<ul style="list-style-type: none"> <li>DCM Kaiarataki Piki Te Ora</li> <li>Te Aro Health Centre Clinic Lead,</li> <li>Salvation Army Addictions Lead.</li> </ul>

### Authorities

Financial	Personnel
Authority to expend funds is at the discretion of the Kaiwhakahaere, within the approved budget. Tax receipts must be obtained for all expenditure.	Management of all staff is the responsibility of the Kaiwhakahaere
The General Manager, Residential Services must be consulted on all issues that have significant financial implications for Wellington City Mission, including non-budgeted expenditure.	Any tasks and expected results specified in the job description may be delegated to other staff. The Kaiwhakahaere is responsible for ensuring that the expected results are achieved

### Drivers' licence

This position requires the position holder to have a current car drivers' licence.

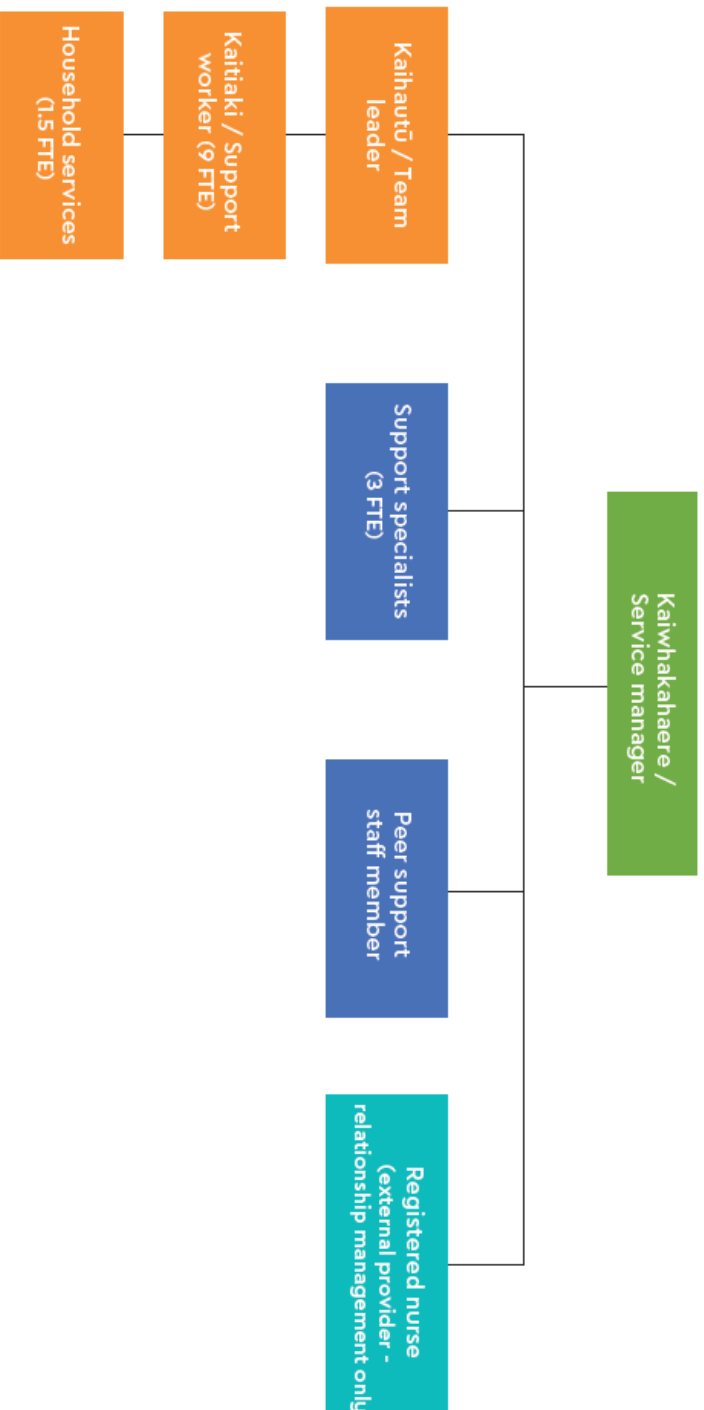
### Place and hours of work.

The normal place of work is Te Pā Maru, 304 Taranaki St, Te Aro, Wellington. The position holder may be required to work elsewhere from time to time according to the needs of WCM. WCM may also vary the normal place of work as long as the variation is reasonable.

This is a FULL TIME POSITION. Normal hours are Monday to Friday, 8.00am – 4.30pm unless otherwise agreed with WCM. The employee may be required to work outside these hours at times, in response to operational demands.



# Proposed Te Pā Maru Organisation Chart



## Employment Application Form

### Your privacy

*We collect the information in this form as part of our assessment for employment at Wellington City Mission. If you are appointed to a role at Wellington City Mission, this information will be kept as part of your personnel records and you will be entitled to view it at any time. If you are not appointed this information may be kept for up to three months and then will be destroyed.*

### The position

What position are you applying for?

How did you hear about the position?

### Your personal details

What is your full name?

First names	Last name

What name would you like us to use when we email you or speak with you? (eg Susan, Sue, Ms Smith)

What is the best phone number to contact you?

What email address should we use?

Have you previously worked for Wellington City Mission? If you have, please give the position(s) you worked in and the dates.

Position	Dates

## Immigration status

Are you living in and legally entitled to work in Aotearoa New Zealand?

What is your residency status?

If you have a work visa, what type of visa do you have and when will it expire?

<b>Visa type</b>	<input type="text"/>
<b>Expiry date</b>	<input type="text"/>

*Note that we will need to see evidence of your citizenship or immigration status if we offer you the position.*

## Medical conditions, disabilities and other restrictions

Having read the job description, are there any circumstances or conditions that could affect your ability to do the job you are applying for? If so, please provide details in the text box following. You only need to tell us about conditions if they will affect your ability to do the job. We are committed to being inclusive, and we will do what we can to accommodate disabilities or other requirements.

Have you ever had any work-related illnesses or medical conditions such as gradual process injuries which could be aggravated by the tasks described in the job description? If yes, please give details.

## Charges and convictions

Have you ever been convicted of a criminal offence or are you facing an investigation or criminal charges now? If yes, please give details in the box below. You may still be considered for the role even if you have previous convictions or charges pending, but the nature of our work means we need to know about them. There may be convictions you don't need to declare because of the [Clean Slate Scheme](#). If you are not sure what you need to declare you should get advice.

*Note that if we get to the stage of offering you employment, we will conduct a Police vetting check.*

## Conflicts of interest

Do you have any interests or relationships that could be, or could appear to be, conflicts of interest? A conflict of interest can arise if you or someone close to you works or volunteers for, or has an interest in, an organisation that provides services to Wellington City Mission. It is also a conflict of interest if you or someone close to you works or volunteers for or has an interest in an organisation

that competes with Wellington City Mission or is inconsistent with Wellington City Mission’s values. If you have or may have a conflict of interest, please give details in the box below.

*Many conflicts of interest can be managed, but we do need to know about them.*

### **Professional registration**

If your profession requires you to be registered for this role (for example a Social Worker), are you currently registered?

Have you ever been declined registration or had your registration suspended or cancelled by your professional association?

If yes, please provide details.

### **Driver’s licence**

Please complete this section if the position description requires a driver’s licence.

Do you have a car driver’s licence?	
Have you had your licence suspended or disqualified for traffic offences in the last ten years? If yes, please give details.	
Have you been declined vehicle insurance or had vehicle insurance cancelled in the last ten years? If yes, please give details.	

### **Your CV**

Please send this completed form with an up-to-date CV to the email address below. You can include a cover letter if you wish.

In your CV, please include full details of your current or most recent employment, and full details about other roles you have had that you think are relevant to this position. Please also list with dates all the jobs you have had in the last ten years, including the reason for any periods when you were not in work.

In your CV, please also list your professional, academic or technical qualifications if these are relevant to the position. Don’t be discouraged from applying if you don’t have qualifications. We value experience and not all positions require qualifications.

We also value volunteer experience. Please include in your CV or cover letter any volunteer work you have done that is relevant to the position or to the work of Wellington City Mission.

## Finally

Please complete the following declaration. When you enter your name and today's date you are confirming that the following statement is true.

"I declare that the information supplied in this application form, my CV and cover letter is correct and complete to the best of my knowledge."

Your name	
Today's date	

*Please email your CV, cover letter and this application form to  
at*