

Position Description

Position title	Registered Community Practitioner
Reporting to	Service Delivery Manager
Staff reporting	None

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 Registered Community Practitioner is part of the Community Services Team. The Community Services Team works across a variety of WCM bases in central Wellington providing professional supports from a strength and empowerment-based perspective with manuhiri, and their whanau, who are experiencing a wide range of complex situations and social issues.

The Registered Community Practitioner's purpose is to provide quality case management by walking the journey alongside manuhiri with their chosen path towards an improved life. There will be a critical need for building trusting relationships with manuhiri who could be presenting with complex lives, acute needs and possible initial resistance to support for themselves and their whanau. The Registered Health Practitioner will belong to a multi-disciplinary team and have responsibilities for supporting and enhancing community service provision through an MDT approach. Sharing knowledge and advice to MDT members and the wider sector.

Representative responsibilities and outcomes

Responsibility	Outcome
Functions/Practice Delivery	
<p>Providing assessment and planning</p>	<p>Being adept at developing trusting relationships through natural respect and understanding of manuhiri's life choices</p> <p>Ability to carry out assessments that will help to identify the manuhiri's needs, and help them to choose their desire for change and the steps needed to achieve these</p> <p>Ability to work with manuhiri to devise plans for the short, medium and long term. Reviewing, consulting and agreeing goals, and the steps to achieve these.</p> <p>Work to KPI's regarding caseload Plans, Recording and capturing Data.</p> <p>Have a confident understanding of crisis interventions, who needs to be included and how to respond</p> <p>Understand and uphold harm reduction initiatives and approaches</p> <p>Demonstrates an understanding of the impact of trauma and loss on people's wellbeing</p> <p>Be person-centred throughout this time that we share this support work with manuhiri</p>
<p>Advocacy and negotiation</p>	<p>Understanding of the sector and social service network, and their processes</p> <p>Ability to be assertive on behalf of manuhiri who have previously experienced being marginalised within systems and social structures ie Courts, Police, Health sector, MH and Addiction services, Housing and Probation amongst others</p> <p>Negotiate appropriate (& desired) outcomes within services and the wider sector</p>

<p>Contribution to an MDT approach</p>	<p>Have a commitment to a multi-disciplinary approach so that the most effective and efficient service delivery is achieved for the community we serve</p> <p>Ability to prepare and present cases for MDT discussion from referral, planning and discharge</p> <p>Support, advise and guide MDT colleagues where needed</p> <p>Be willing to share relevant knowledge and information with team members and the wider organisation and sector</p> <p>Have awareness of own professional limitations and the strengths of other team members.</p>
<p>Has a confident understanding and/or curiosity of the different cultures that are represented within the community</p>	<p>Invested in providing equitable services</p> <p>Demonstrates an understanding of Māori models and perspectives of Hauora and integrates these into service delivery as appropriate</p> <p>Understand and practice Te Ao Māori, tikanga or willingness to learn and develop</p> <p>Have an awareness of western social structures and how these have impacted on Māori people and other cultures</p> <p>Have the courage and curiosity to seek further knowledge and understanding to enhance their practices in all cultures being represented through manuhiri and their whānau</p>
<p>Relationship Development</p>	
<p>Relationships are built both within the team, wider WCM teams and externally to enhance service outcomes.</p>	<p>Pro-actively works to develop an effective working relationship with Manuhiri, colleagues, and other WCM employees</p> <p>Effective links are established with a range of other people and agencies to build collaborative working relationships which achieve improved outcomes. This includes links with appropriate Māori and Pacific Island peoples and community groups</p>
<p>Professional Development</p>	
<p>Be dedicated to professional development</p>	<p>Identify and take up opportunities to further knowledge, competencies and qualifications</p> <p>WCM policies on health and safety in the workplace are adhered to</p>

	<p>Work priorities, personal workload and stress levels are managed by utilising natural supports and formal supervision as appropriate</p> <p>Open communication and positive conflict resolution is modelled</p> <p>Willing to work through their own development needs in supervision or professional development to enhance personal growth and service provision</p>
Ambassadorship	
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.
Process Improvement	
Look for and propose process improvements	Processes are effective and innovative. WCM demonstrates best practice. WCM resources are used to good effect.
Values, Ethics and Health and Safety	
Demonstrate WCM's Kaupapa and values	All tasks and interactions are carried out in ways that are consistent with WCM's Kaupapa and values.
Duties are carried out in an ethical manner.	Personal conduct reflects the WCM's values, ethics, and mission. Personal conduct is consistent with the WCM Code of Ethics, and the SWRB Code of Conduct.
Comply with WCM's health and safety practices and processes	Hazards are identified and controlled in line with WCM's health and safety management. Incidents are reported promptly and according to WCM policy and practice. The position holder and those they work with are kept safe.

Person specification

Essential	Desirable
Qualifications	
Relevant Health Qualification and Registration ie Social Work, OT, Counsellor, Psychology, AoD Practitioner	
Full and clean Drivers Licence	
Knowledge and experience	
Understanding of Harm Reduction approaches	Some understanding of working with trauma
Understanding, or experience, of providing talking therapies and/or group-work	Flexible approach

Knowledge of neuro diversities, FASD, Mental Health and Addictions	De-escalation Skills
Experience in managing challenging behaviours	Experience in working within the context of an NGO
Attributes	
Resilience, complex problem-solving techniques, and flexibility	Excellent time management and organisational skills
Sensitivity in culture, age, ethnicity and gender	Excellent communication skills
Working within a strength based/solution focussed approaches	

Key relationships

Inside WCM	Outside WCM
Director, Community Services	Key stakeholder organisations (e.g., DCM, KWS, Te Kakano o te Aroha, TACT, Courts, probation)
Community Services Team	Organisations and agencies working with whanau and individuals
Other WCM staff as appropriate	

Driver's licence

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

Place and hours of work.

This position is to provide professional supports across the WCM Community Services in central Wellington.

This is a full time role - 40 hours per week. With an expectation of on call as per the on-call roster.

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?

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