

**Job Description**

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| **Job Title** | Support Worker - Weekends |
| **Reports to** | Manager – Transitional Housing |
| **Service** | Housing Support |
| **Direct Reports** | Nil |
| **Key Relationships** | Internal Services:   * Te Whare Hīnātore and James Liston Hostel * Mission Staff and Senior Leadership * Calder Health * Street to Home * Front of House, Hub and Haeata * Supportive Housing   External:   * Local Residents/Neighbours * Government agencies, particularly MSD and MHUD * Mental Health and Addiction Services * Iwi and Pasifika Stakeholders * Family/ Whānau * Emergency Services * Healthcare providers * Kainga Ora and other Community Housing Providers |
| **Location** | 3 Union Street, Auckland, CBD |

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| **Te Tāpui Atawhai – Auckland City Mission**  **Background - Ko wai mātou** |
| Te Tāpui Atawhai – Auckland City Mission supports Aucklanders in greatest need. Our services have evolved as the city’s social needs have. We respond with care and compassion while advocating for a reality where there are enough suitable homes, enough access to nutritious food, and accessible health care for all.  Since our doors opened more than 104 years ago, this has been our ‘why’. We offer support for however long and in whatever way needed – for some people that’s simply accessing one of our many services, for others that’s a complex journey with our full support.  The Mission, known as Te Tāpui Atawhai since July 2021, sees its Māori name as symbolising a commitment to understanding and addressing the impact of colonisation and contributing to the nation's healing process and acknowledging that existing economic, health, and social inequities for Māori are caused by breaches of Te Tiriti which are on-going.  Te Tāpui Atawhai is committed to upholding Te Tiriti o Waitangi, doing so is core to achieving our organisational mission and vision. Underpinning our work and foundational to our mission, vision and values as a Tangata Tiriti organisation. This commitment is demonstrated in everything we do as an organisation, and we are committed to fostering a diverse and inclusive workplace where staff feel valued and respected. |

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| **Transitional Housing** |
| Transitional Housing offers safe and secure short-term accommodation to people who are rough sleeping and/or homeless. Transitional Housing services establish relationships and pathways that make housing a real option for individuals who are homeless in Auckland. 3 Union Street is one of Auckland City Mission’s three transitional housing sites and consists of 16 self-contained apartments.  Our teams provide intensive, coordinated, and flexible support to address the full range of a person’s health and social needs on their journey from homelessness to transitional housing to “home”. Teams provide advocacy, case management, housing, and tenancy support. The team follows a strength-based approach to working alongside people with a focus on recovery and wellbeing. Individuals are welcome to stay in transitional housing for an average of 12 weeks, staying more or less as required; they are offered a further 12 weeks of support once a more permanent place to live has been secured. |

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| **Position Purpose - Te Kaupapa o Te Tūranga** |
| The purpose of the weekend support worker role at 3 Union Street is to oversee the safety, security, and welfare of whānau, and the building during the weekend outside office hours, ensuring operations run smoothly, following the model and guidelines.  Weekend support worker’s do not carry a caseload themselves but are responsible for being aware of the individual needs of whānau and their Support Plans, Safety and Risk Management Plans, and upholding relationships which are consistent with services provided throughout the day.  Services take a whānau-led, trauma-informed approach in every aspect of service delivery. Weekend support worker’s are responsible for providing the continuity of support throughout the day, ensuring that the house is ‘in balance’.  Weekend support worker will hand over critical information to day staff through shift reporting. A key part of their role is to ensure support plans that are developed by whānau with their keyworker are consistently delivered after-hours. |

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| **Key Responsibilities – Ngā Kawenga Matua** |
| **Shift Operation**   * Overall operational responsibility for the smooth and effective management of 3 Union Street during the weekend including ensuring effective levels of productivity; upholding systems and processes; service delivery for whānau; quality control and safety. * Support effective information flow by ensuring robust handovers and by looking for and sharing thoughts around opportunities to enhance business processes and safety systems. * Communicate and reinforce operating practices in all interactions with whānau and other staff.   **Whānau Engagement**   * Communicate with whānau using a clear, transparent, and culturally sensitive approach while building relationships. * Follow support plans set by keyworkers to ensure consistency of support for whānau living at 3 Union Street.   **Professional Practice**   * Work professionally maintaining transparency and accountability in all actions and decisions. * Adhere to own registration boards codes of conduct, ethics and competencies. * Maintain appropriate professional boundaries. * Undertake reflective practice and attend professional supervision. * Understand primary and secondary trauma in the workplace and take proactive steps to avoid transference.   **Community and Liaison**   * Build and maintain positive and professional relationships with internal and external stakeholders. * Develop and maintain knowledge and understanding of external community issues and how they relate to Mission whānau.   **Teamwork**   * Demonstrate the ability to work as part of a team by coordinating, discussing, consulting and negotiating where needed. * Demonstrate a high level of collaboration with practitioners from other Mission Services or external agencies to support better outcomes for whānau.   **Health, Safety and Security**   * Work within existing procedures designed to ensure the health, safety and security of self and people connected with the service, including identifying hazards and risks, and ensuring that relevant controls are properly implemented. * Maintain a safe and healthy work environment by role modelling the Health & Safety Plan and complying with all Mission safety procedures and legal regulations. * Guide as required junior members of the team in their understanding of Health & Safety. * Report and record any incidents as per the Incident Management Procedure. * Actively participate in relevant internal and external training to ensure safe practice. * Confidence to manage fire evacuations as appropriate with calm but assertive direction for whānau. * Understand and adhere to safety procedures including using Solo Protect personal safety devices and appropriate use of security cameras and footage.   **Organisational Contribution**   * Maintain a safe and healthy work environment by role modelling the Health & Safety Plan and complying with all Mission safety procedures and legal regulations. * Adhere to all Auckland City Mission organisational policies and procedures. * Uphold and promote Auckland City Mission values in our work. * Adhere to all Mission operating procedures, policies, guidelines and standards of integrity and conduct. * Participate in other duties, activities or events across the organisation. |

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| **Qualifications, Experience, Knowledge and Skill Requirements**  **Ngā Whēako – Ngā Tohu Mātauranga** | |
| The skills, experience and knowledge outlined below may be obtained from a number of different experiences. For example, from paid work, voluntary work, work undertaken within your Church, Marae, or from specific iwi/whānau responsibilities. The list below outlines transferable skills, knowledge and experience we are seeking for this role.  If qualifications are required for the role, they are also outlined below. If no qualifications or preferred qualifications are outlined, we will consider equivalent experience for the role. | |
| Essential - Ngā Pūkenga Nui | Role-specific - Tūranga Motuhake |
| A relevant tertiary qualification and/or equivalent experience.  Commitment to embodying the principles of the Te Tiriti o Waitangi in organisational practice.  An understanding of and ability to build rapport with whānau who have complex needs including trauma, mental health, addiction, poverty and homelessness.  Ability to engage successfully with a range of whānau.  Excellent administrative and organisational skills.    Excellent written communication skills.  Able to demonstrate capability to work cross functionally in a multi-cultural environment.  Aptitude for getting things done through formal and informal channels.  IT skills, including database. | Previous experience working with whānau who have complex needs including trauma, mental health, addiction, poverty and homelessness.  Understanding of complex cultural, social and economic factors that contribute to homelessness.  Community development and engagement experience.  Strong ability to build rapport and maintain relationships. |

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| **Why join us?** – Haere mai |
| **Cultural Respect:** Be part of an organisation that values and integrates te ao Māori into its core values and operations.  **Career Growth:** Access to professional development and internal career progression opportunities.  **Supportive Environment:** Engage with a diverse network of colleagues and participate in culturally enriching events and activities.  **OUR MISSION - Tō Mātou Kaupapa**.  We provide immediate relief and pathways to long-term wellbeing for people in greatest need, through connection and access to kai, kāinga and hauora.  **OUR VISION - Tō Mātou Kitea**  Tāmaki Makaurau where everyone can thrive.  **OUR IMPACT STATEMENTS**   * Homelessness is brief, rare and non-recurring with affordable and healthy homes a reality for every person in Tāmaki Makaurau. * Everyone has access to enough good kai to sustain them and their whānau needs. * Health care is accessible for all, including people living with the effects of trauma, mental unwellness and substance abuse. |