



Early Start Project

PO Box 21013, Edgware, Christchurch 8143
Phone (03) 365 9087 Fax (03) 365 9237

56 Shirley Road, Christchurch 8013
www.earlystart.co.nz

18th December 2017

Dear Applicant

Thank you for your recent enquiry regarding the position of fulltime **Children's Team Lead Professional**.

Enclosed please find the following:

- Fact sheet with information about the Early Start Project
- Job Description
- Position Application Form

The starting salary is \$44,733. The salary range for this position is \$44,733 to \$57,720.

The Children's Team approach is a way of working hand in hand with families and whānau to create safer lives for children at risk of adverse life events. It's not another service, rather it is a different approach. You will work together with other agencies, non-government organisations and communities to put the child first and ensure their voices are heard.

Our Team is seeking two fulltime Children's Team Lead Professionals based in Christchurch (these are fixed term positions through to 30 June 2020). Orientation will be provided by both the Children's Team and Early Start. You will deliver Lead Professional services in a professional, sensitive and culturally appropriate manner.

You will be a qualified Registered Nurse, or hold a Bachelor or Diploma in Social Work or an equivalent qualification in related fields such as Psychology, Early Education or related Human Services disciplines. Ideally you will have a sound understanding of child safety, health and development, knowledge of safe parenting practices and experience in working with children and families in a community setting.

This is a fulltime role; the hours worked are Monday to Friday. An individual employment agreement is offered. **A current full NZ Driver Licence and own reliable car are essential.** Applicants for this position must have the right to work in New Zealand. **Applications close at 5pm on Mon 22 January 2018 (NO late applications will be accepted).**

The Early Start interview process comprises of 2 stages:

- 1) Pre-selection interview (½ hour)
- 2) Full Interview which includes a Practical test followed by a panel Interview (2 hours)

If you have any further questions, please contact me. I look forward to hearing from you.

Regards

Hildegard Grant and Jan Egan
GENERAL MANAGER

EARLY START FACT SHEET

What is Early Start?

Early Start is a home-visiting service specifically designed to enroll families with newborn babies where adverse situations and destructive life habits negatively impact on the life chances of their children. The Early Start programme is designed to challenge these circumstances and to teach nurturing parenting practices enabling families to be the best parents they can be, thereby providing their children with a good childhood experience and giving them an optimum start in life.

Why Early Start?

New Zealand newspapers, magazines, journals, TV and radio programmes tell us that many of our children are living in circumstances which increase the risks of exposure to abuse, neglect and poor child health. This information is supported by the Christchurch Health and Development Study which from 1977 studied the health and lifestyle experiences of 1200 Christchurch children over a period of 20 years. Its findings showed that the children most frequently identified as having multiple problems such as poor child health, mental health problems, drug and alcohol addictions and criminal behaviours are children who have been exposed to family-violence, drug and alcohol abuse, disrupted and disorganized living situations.

Early Start Project Ltd Management:

The Early Start Project Ltd is a charitable company and is managed by a trust board comprising of a consortium of health providers.

- Canterbury Plunket,
- Emeritus Professor David Fergusson
- Christchurch Health & Development Study (Christchurch Medical School),
- Child Youth and Family,
- Pegasus Health,
- Maori Health Worker
- Business Advisor
- Registered psychologist.

Project Funding:

Early Start Project Ltd is contracted to and is receiving funding from the Ministry of Social Development, Canterbury District Health Board, Department of Child Youth & Family and the Christchurch City Council.

When & How Did The Service Begin?

- In December 1994 the Trust Bank Community Trust provided seeding funding to develop the Early Start Service.
- The Consortium formed early in 1995 and funding was secured from the Health Funding Agency, Community Funding Agency and the Christchurch City Council to pilot the service. Families were enrolled from October 1995
- In 1997 an 18-month evaluation of the Early Start service was completed and the published findings indicated that it was feasible to conduct a randomized research trial to test if New Zealand families would benefit from a home visiting service addressing identified family needs in a structured and systematized way using an intensive and long term approach.
- In 1998 the Government 'Strengthening Families' initiative provided funds for the service provision to the field trial, and this is in turn distributed under contract by the Department of Child Youth and Family and the Canterbury District Health Board.
- In 2001 Canterbury DHB provided funding to establish an Early Start Service

Programme Content & Service Delivery:

Professionally qualified and well-supervised Family Support Workers (with small case loads) home visit client families and work intensively with families to address a variety of challenges and difficulties facing enrolled families. These can include: family disorganization, family violence, drug, alcohol and gambling addictions, the effects of poor financial management, poverty, poor parenting habits and life skill deficits. The worker acts as a mentor, teacher, role model and co-coordinator of services. All workers are expected to be respectful of difference and conduct themselves in a culturally appropriate and safe way. The service is free, voluntary and available to families for up to five years.

Early Intervention, a wise and prudent Social Investment:

The Social cost of non-intervention is already reflected in our national statistics; (crime, child abuse, addiction, violence etc.). A growing and ever widening recognition supports the premise that early intervention programmes give New Zealand Tamariki (our Children) a good start in life and will over time preserve the heritage of this country.

Early Start Project Ltd ~ Job Description

Title: Canterbury Children's Team Lead Professional

Accountable To: (a) **Clinical Supervisor for Clinical Practice and Professional needs**
(b) **General Manager for all other matters**

Introduction: The Children's Action Plan Directorate, through the Ministry of Social Development, employs the Director, Administrator(s) and Coordinator(s) for each Children's Team. Other personnel required, such as the role of Lead Professional, come from the community sector and remain employed by their employer – who in the vast majority of cases is either a government agency e.g. District Health Board or agency funded Non-Government Organisation. Both will be referred to as the Home Agency.

Purpose of the Lead Professional Role: The Lead Professional understands the child's needs and works together with the child, family, whanau, community and service providers to address these needs through one plan that results in the child's enhanced well-being.

Working Relationships:

- Children's Team Panel
- Assigned child / children / family/whanau
- Members of Child Action Network(s)
- Broader local children's workforce

Internal Functional Relationships:

- Office Manager and admin team
- Early Start board members
- Other Early Start family support workers

Lead Professional Responsibilities: The Children's Team Panel assigns a Lead Professional to a child when a referral is accepted. Wherever possible the same Lead Profession is assigned to all the siblings of a family/whanau who have been accepted into the Children's Team. The Lead Professional becomes the main contact for the child and their family/whanau and is supported by the Children's Team. They could come from an NGO or government agency and could be the initial referrer. The Lead Professional responsibilities include:

- Being the main point of contact for a child and their family/whanau who is likely to already have a number of relationships with different services
- Making the best quality decisions for the child and putting the child at the centre, ensuring the child's voice is heard and putting the child's needs and welfare centre.
- Gathering all the existing assessments and information about the child and, using Tuituia as a framework, coordinating and development of one assessment record for that child covering all their unmet needs.
- Discussing the assessment with the Children's Team panel and the child and their family/whanau to seek their approval of the assessment and its recommendations.
- Working with the child and their family/whanau and the Child Action Network (children's workers delivering service to the child) to develop one personalised Child's Plan to address the identified unmet needs.
- Meeting regularly with the child and their family/whanau as part of monitoring the progress of the Child's Plan and the effective provision of services.

- Triggering action if an immediate risk to the child is identified.
- Providing progress reports to the Children's Team Panel.
- Preparing the child and their family/whanau for exit, building resilience so the family/whanau is confident and can continue their positive progress when they move on from the Children's Team.
- Participating in supervision and management oversight.
- Maintain accurate, complete and up to date records.

Technical / Professional Knowledge and Experience

All Lead Professionals should have experiences as a frontline service provider in their field. To be effective in the role a Lead Professional should have the following suite of skills, knowledge and attributes.

Attributes/Success Factors for Lead Professional

- Highly motivated and committed to improving the lives of children at risk of abuse and neglect.
- Flexible and adaptable, able to put the needs of the child and their family/whanau at the centre.
- Good listener and communicator.
- Reliable, honest and respectful of others.
- Confident in complex and changing situations.
- Strong partnership builder with children, family/whanau and the professional network.
- Have a good level of cultural competence.
- Have an ability to analyse information and form evidence-based conclusions.
- Committed to participate in supervision and/or practice reflection.
- Willing to participate in further training to develop new skills and knowledge.
- Keep accurate up to date records including on electronic case management systems.
- Basic IT Skills.

Competencies, abilities and attributes: To better protect children, we need a workforce that is responsive and able to recognise and act when something isn't right.

We are in the process of developing a national tiered core competency framework to support children's workers to better identify, support and protect vulnerable children. The core competency framework won't replace existing specialist and professional standards and frameworks. Instead it will sit alongside and complement these in a way that unifies and reinforces common understandings and ways of working. The core competency framework will support learning and development across the children's workforce.

In advance of the creation of a national framework Children's Team sites are trialling three interim core competencies:

1. Engaging with children, family and whanau:

All professionals working with the Children's Teams need to be able to engage with children, families and whanau of diverse backgrounds and experiences. Building and sustaining trust and rapport are critical for providing a high quality of care, and for ensuring that the needs of vulnerable children are adequately identified and addressed.

2. Working together:

Facilitating improved outcomes for vulnerable children within the Children's Team model requires a children's workforce that is better able to work together. This means having a shared framework of knowledge and skills, as well as developing specific capability in cross-professional and cross-agency working.

3. Identifying and responding to vulnerability:

Identifying and responding to vulnerability is an important part of the role of every children's worker.

Vulnerability can take many forms, and the symptoms and warning signs can be subtle and interconnected. However, early identification and response can greatly improve the outcomes of vulnerable children.

Key Accountabilities

Key Result Area	Accountabilities
Working with children and families/whanau	<ul style="list-style-type: none"> • Develop and maintain relationship with the children, family and whanau to promote their engagement in all the activities and decision, and ensure they understand the intentions of the help they receive. Where families refuse to engage, there are continued attempts to help them do so. • Ensure all assessments, plans and interventions documents wishes and feelings of parents/carers/whanau.
Assessment	<ul style="list-style-type: none"> • Ensure that a whole of child assessment record using the Tuituia Framework is completed in a timely way. • Ensure the child's voice is clearly evident in the assessment record and that there is evidence that historical information has been considered. • Develop a clear analysis of the information available. • Evidence that risks are identified and evaluated and are linked to the rationale for the recommendation(s) and decision(s), (including a safety plan, if required).
Planning	<ul style="list-style-type: none"> • Ensure all children have a Child's Plan that explains their needs, agreed actions, who is responsible for completing the actions and the positive outcomes that will be achieved. • Ensure the plan is reviewed in a timely manner and includes a review of progress against expected outcomes.
Working Together	<ul style="list-style-type: none"> • Develop strong relationships with a range of government agencies and Non-Government Organisations, local community networks and local iwi to ensure children and families receive the services they need when they need them. • Ensure the right services are identified and engaged with the child and family/whanau. • Ensure that information sharing is timely, specific and effective and takes full account of legislation and guidance about need to obtain parental consent.
Exiting	<ul style="list-style-type: none"> • Develop and implement an Exit Plan • Prepare the child/family/whanau for exit throughout the process. • Facilitating links with the new area where the family are moving to.
Case Recording	<ul style="list-style-type: none"> • Ensure that case records are clearly written in a professional manner, adequately describe the family/whanau and are accessible to the child, and their family/whanau.

Non-Smoker:

- Early Start has a policy of only employing people who are non-smokers.
- For any employment application, a non-smoker is defined as someone who has never smoked, or has not smoked for the last three months. When applicants are accepting the appointment to the particular position, it is a condition of the employment that they are, and remain, a non-smoker.

Equipment:

1. A valid full NZ driver's Licence
2. A car with a current registration, current warrant of fitness and adequate insurance. Vehicle must be able to accommodate recommended child restraints.
3. Home telephone.



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POSITION APPLICATION FORM: Children's Team LP

Position Applied for: Children's Team Lead Professional

Date: _____

PERSONAL DETAILS

Name: _____
(Surname) (First name)

Postal Address: _____

Telephone: _____
(Private) (Business) (Mobile)

Email: _____ Available start date: _____

PLEASE attach a copy of your covering letter and Curriculum Vitae (CV). If you do not have a CV please attach a summary of your experience: including things you have done (paid or unpaid) that may be relevant to the position.

EDUCATION AND TRAINING

Qualifications completed:

Certificate/Degree/Diploma	School/College/University	Year Completed

Current study commitments: _____

PRESENT EMPLOYMENT

Name of Employer: _____

Address: _____ Phone: _____

Present salary: _____

Position held: _____ Since: _____

Reason for wanting to leave (be specific): _____

List of roles you held, duties performed, skills used or learned, advancements or promotions while you have been working in this organisation: _____

PAST EMPLOYMENT

Include all positions held in the last 5 years, **beginning with the most recent**, including periods of unemployment, travel or fulltime study.

Company/Organisation	Position held	From	To

May we contact your current or most recent employer(s)?

YES

NO

Please provide contact details:

Name: _____ Phone: _____

Relationship to you: _____

REFEREES

Please list names and contact details of two people who can be contacted for a recent work reference. At least one should be a Supervisor, Team Leader or Manager whom you have worked for.

Name: _____ Relationship: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Mobile: _____ Email: _____

DECLARATION

I _____ (*full name*) declare that to the best of my knowledge, the answers to the questions in this application and any other information supplied is correct & that I am able to fulfil the requirements of the job description and person specification as supplied to me. I understand that if any false, or deliberately misleading information is given, or any material fact omitted, my application may not be successful, or if I am subsequently employed, that I may be dismissed.

PRIVACY ACT PROVISIONS

Under the provisions of the Privacy Act, I authorise Early Start to seek verbal or written information about me from my nominated referees (if given). I understand that the information received from the nominated referees by Early Start is supplied in confidence as evaluative material and, pursuant to the Privacy Act 1993, will be kept confidential.

If I am appointed to this position Early Start will retain my application form on my personnel file during the term of my employment & archive it for 7 years thereafter. If unsuccessful my application/interview material will be retained for 1 year and then destroyed, unless I request otherwise.

***PLEASE SIGN BELOW AS HAVING READ, UNDERSTOOD AND AGREED
TO THE PROVISIONS OF THIS APPLICATION FORM.***

SIGNED: _____

DATE: _____

Please attach documents to support your application.