



Programme and Reintegration Practitioner Position Description

Our Vision

We are recognised for care that provides healing, hope and a greater sense of dignity, especially to those most in need.

Our Mission

To continue the healing mission of Jesus Christ.

Our Values

Hospitality Manaakitanga

A welcoming openness to all; to the familiar and the mystery of self, people, ideals, experience, nature and to God.

Compassion Aroha

Feeling with another in their discomfort or suffering and striving to understand the other's experience with a willingness to reach out.

Respect Whakaute

An attitude treasuring the unique dignity of every person and recognising the sacredness of all creation.

Justice Tika

A balanced and fair relationship with ourselves, neighbour, all of creation and God.

Excellence Hiranga

Giving the optimum standard of care and service within available resources.

Role, Purpose and Scope

The role of Programme and Reintegration Practitioner is to deliver therapeutic programmes and reintegration services to offenders serving sentences in the community or in prison. Services provided are designed to encourage participants to take responsibility for their offending and motivate them to change. The role includes planning and preparing for programme sessions and monitoring progress to enable optimal participation and effective learning. The role also requires the development and delivery of reintegration plans.

Authorities

As per St John of God Hauora Trust's Management Authority Matrix and as delegated by the Chief Executive Officer.

1 Key Relationships

| Reporting Relationships | |
|---|---|
| Responsible to | Community Development Manager |
| Responsible for | Nil. |
| Functional Relationships | |
| The Programme and Reintegration Practitioner will develop and maintain excellent relationships with the following colleagues, customers and clients/participants for the purposes stated below. | |
| Internal Relationships | |
| Who does the job holder work or interact with inside St John of God Hauora Trust | The purpose and frequency of these interactions is to: |
| Clients/Participants | Delivery of high quality services that support clients/participants in a manner consistent with mission, values and contractual requirements. |
| General Manager Community, Youth and Child Services | Provide reassurance to General Manager Community, Youth and Child Services that, where applicable, all Health and Wellbeing, Community Development, Young Parents Development and Early Childhood Education Services and activities in the area are being delivered to an excellent standard and within budget. |
| Community, Youth and Child Services tier 3 managers | Provide Community, Youth and Child Support services as directed by Tier 3 managers. |
| Chief Executive Officer and Support Office managers and staff | Discharge responsibilities involving: finance and procurement, project management, business development and communications, Human Resource, Information Technology, Mission, risk management, quality monitoring and management and health and safety. |

| External Relationships | |
|--|---|
| Who does the job holder work or interact with outside St John of God Hauora Trust | The purpose and frequency of these interactions is to: |
| Funders (e.g. Department of Corrections, Ministry of Health, District Health Boards, Ministry of Education, etc) | Effective communication of all relevant information pertaining to contractual aspects of service delivery. |
| Clients/ Participants, families and representatives | Liaison as required to ensure good flow of information, effective problem solving and excellent delivery of services. |
| Key stakeholders | Maori networks linking with whanau, hapu and iwi, Pacific networks, drug and alcohol services, mental health services, and youth provider networks such as high schools including guidance counsellors. |
| Contractors | Safe and effective delivery of services. |
| Professional bodies unions and government agencies | Ensure effective liaison between St John of God Hauora Trust, unions, professional bodies and government agencies. |
| Volunteers | Keep volunteers informed about opportunities and to provide feedback about progress on volunteer activities. |

2 Key Result Areas

2.1 Deliver Services to a High Standard

2.1.1 Key Responsibilities Include

- Programme delivery and reintegration services as per contractual and St John of God Hauora Trust requirements as directed by the manager.
- Ensure that services and all activities of the service are delivered in a manner that meets the cultural needs of clients/participants.
- Services delivered in a manner consistent with St John of God Hauora Trust Mission and values.

2.2 St John of God Hauora Trust Practice

2.2.1 Key Responsibilities Include

- Keep current and comply with St John of God Hauora Trust's systems, policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures.
- Make best endeavours to honour obligations to tangata whenua, mana whenua under Te Tiriti o Waitangi.
- Provide high quality, professional services and showing courtesy and respect in interactions.
- Demonstrate an honest respect for and appreciation of biculturalism and diversity by supporting fair treatment and equal opportunities for all.
- Contribute to the sustainability efforts of St John of God Hauora Trust through the responsible use of resources and equipment.
- Contribute to business planning, governance and control meetings and align work plans with the goals and objectives of St John of God Hauora Trust.
- Demonstrate commitment to own professional development, taking advantage of learning opportunities.

2.3 Risk Management

2.3.1 Key Responsibilities Include

- Contribute to proactive risk management for St John of God Hauora Trust, consistent with risk management policies and practices across the organisation.
- Provide robust and well considered advice to management on relevant risk, assurance and business improvement matters.

2.4 Health and Safety

2.4.1 Key Responsibilities Include

- Comply with Occupational Health and Safety Legislation and Regulations.
- Observe and role model all St John of God Hauora Trust's safe work policies, procedures and instructions.
- Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace.

2.5 Mission

2.5.1 Key Responsibilities Include

- Understand, support and promote the Mission and Values of St John of God Health Care.
- Demonstrate attention to the needs of the client/participant to privacy, dignity and the maintenance of confidentiality.
- Provide a positive and supportive environment for colleagues.

2.6 Projects or Other Duties

Carry out other duties which may reasonably be required from time to time in the course of St John of God Hauora Trust's business and which fit the role's purpose as stated, and for which the position holder is qualified or has received adequate training or instruction.

3 Key Tasks

The following are key tasks of the role but this is not exhaustive and other tasks can be added at the discretion of management.

- Delivery of programmes;
- Conduct an initial reintegration assessment and specialist Maori Cultural Assessment of Needs as specified by the manager;
- Evaluate and monitor outcomes for client/participant;
- Formulate reintegration plans for each client/participant which identifies and/or clarifies other reintegrative needs or issues based on the six pillars of reintegration which are:
 - Accommodation
 - Education and Training
 - Employment
 - Skills for Life
 - Oranga/Wellbeing
 - Family and Whanau Support
- Maintain client/participant records;
- Completion of timely accountability and evaluation reports as required;
- In conjunction with other team members, develop individualised supports for client/participant;
- Develop practice with innovative approaches that are consistent with meeting the needs of the participant/client;
- Participation in planning, team meetings, supervision and training;
- Development and maintenance of key relevant relationships and networks;
- Delivery of projects that achieve the above contracted results, and that are in line with St John of God Hauora Trust's values and practices;
- The timely completion of other administrative tasks;
- The development and maintenance of excellent professional relationships with relevant agencies and other Community, Youth and Child Services staff;
- Act as an advocate;

- Development of relevant projects in each of the key results areas, as defined in the service specifications of the High Risk Burglary Reintegration Service, Community Mauri Toa Rangatahi Programme, Prison based Mauri Toa Rangatahi programme, Prison based Mauri Tu Mauri Ora Programme, Kowhiritanga Programme and any other developed programmes with the Department of Corrections.

4 Performance Criteria

St John of God Hauora Trust has a Performance Management System which is undertaken annually. During this process, the manager and staff member will discuss and agree what contribution the staff member is expected to make during the review period towards achieving St John of God Hauora Trust's objectives. Objectives (consistent with the Key Result Areas and Behaviours in this Position Description and St John of God Hauora Trust's Strategic Plan); performance measures (indicators of achievement) and the support (including development) required by the staff member to achieve these objectives will be agreed.



Programme and Reintegration Practitioner Person Specification

Education

- Formal qualifications in psychology, counselling, group programme delivery or similar is an advantage.
- Formal adult learning training or facilitation qualifications is an advantage.
- Relevant certification/training in outdoor pursuits/education.

Candidates shortlisted for interview will be required to present original documentation and photocopies of qualifications at the initial interview. Human Resources will verify the qualifications, and arrange for validation by the awarding bodies.

Required Registrations/Certificates/Licences or Memberships

- Registration and Annual Practising Certificate with the relevant professional body

Technical or Professional Knowledge, Skills and Experience

- Experience in working with offenders is an advantage.
- Maintains professional standards, boundaries and integrity of process.
- Maintains confidentiality while recognising and applying appropriate limits.
- Maintains professional detachment.
- Uses informed consent processes appropriately.
- Recognises safety issues and applies policies and procedures to maintain safety of self and others.
- Facilitation and/or human service project delivery experience.
- Extensive knowledge of mental health assessment and treatment and/or counselling and/or social work and/or psychology.
- Extensive knowledge of safe delivery of outdoor pursuits services.
- Have a working knowledge of relevant legislation, especially the Children's Young Persons and Their Families Act, the Domestic Violence Act, the Privacy Act, the Health and Safety at Work 2015 and current Adventure Activities Regulations etc.
- Knowledge of Youth, Social and Community Services.
- Relevant government departments and health organisations.
- Social and community work principles, processes.
- Demonstrate exceptional conflict resolution and crisis management ability as well as good casework and assessment abilities.
- Possess strong inter-relationship and interpersonal skills and a demonstrated ability to communicate effectively with and earn the trust of young people of diverse cultures and have a demonstrated commitment to bicultural and multicultural practice.

Candidates who successfully reach the final stages of the selection process for this role will be required to undergo Criminal Conviction screening. A satisfactory report from the relevant agency will be a condition of employment.

Behaviours

Customer Focus

Developing and sustaining productive customer relationships and making their needs a primary focus of one's actions.

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Work Standards

Setting high standards of performance for self and others, and assuming responsibility for successful completion of tasks.

Continuous Learning

Actively identifying new areas for learning, seizing learning opportunities, and learning through the application of newly gained knowledge and skills.

Decision Making

Making logical and informed decisions using a methodical, thorough process to choose between alternative courses of action.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans.

Communicating with Impact

Clearly conveying information and ideas through a variety of media in a manner that engages the audience and helps them understand and retain the message.

Managing Work (Includes Time Management)

Effectively managing one's time and resources to ensure that work is completed efficiently.

Responsiveness

Acts fairly and impartially in all dealings with others, respecting their rights and needs, demonstrating an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs. Incorporates cultural responsiveness and Equal Employment Opportunities principles into work practices and promotes Equal Employment Opportunities policy to peers and others.