**Auckland North Community and Development**

***Job Description – Safer*** ***Whānau Facilitator and NSFVPN Support***

**Reports to** North Shore Family Violence Prevention Strategic Manager (and the General Manager as required)

**Purpose of Job**

Support the development and facilitation of a weekly North Shore Collaborative Family Violence

Case Management forum. Support and assist the North Shore Family Violence Prevention Strategic

Manager with multiple network forum planning and administrative requirements.

**Job Details**

* Assist the facilitation of weekly collaborative case management forum with key community and government agency partners
* Support development of MOU’s, policies and procedures (i.e. confidentiality agreements, information sharing protocols, shared risk assessment and management tools, collaborative safety and whanau plans)
* Administrative support for North Shore local leaders’ advisory group
* Administrative support for a range of networks and forums
* Administrative support for NSFVPN collaborative projects
* Compilation of weekly North Shore Family Violence eNews / update
* Effective and timely administration and reporting
* Maintain positive, clear and timely communications with internal and external stakeholders
* Contributes effectively to ANCAD strategy and operations

**Key Accountabilities**

**Direct Reports**

* Receive referrals to the weekly Safer Whānau case management forum – assess criteria met for inclusion
* Assist in the facilitation of weekly Safer Whānau case management forum – recording risk assessment and management and safety plans / collaborative Whānau plans
* Maintain spreadsheet of active / closed cases referred
* Provide administrative support for Local Leaders Advisory Group – including minutes for monthly forums
* Provide administrative support for monthly NSFVP Network meetings – including minutes
* Provide administrative support for monthly combined Child Focus Group and Youth Cyber Safety Forum – including minutes
* Provide administrative support for monthly Waitemata Wellbeing Forums – including minutes
* Provide administrative support for monthly Bays in Action Hui – including minutes
* Compilation of weekly North Shore Family Violence Prevention Network eNews / Update
* Attend and participate in regular internal supervision sessions
* Undertake any special projects or ad hoc assignments as required by management to contribute to the vision and strategic goals of ANCAD
* Promote and contribute to a healthy and safe workplace through active involvement in ANCAD processes and practices, and by complying with legislative and company guidelines and requirements
* Contribution to shared IT management and coordination of digital accounts
* Complete reporting and administrative tasks as required for the role

**Key Responsibilities**

**Competencies required**

**External**

* ANCAD community stakeholders
* Specialist Contractors
* Safer Whānau programme partners

**Internal** North Shore Family Violence Prevention Strategic Manager, General Manager and ANCAD staff team and contractors

**Functional Relationships**

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| **QUALITY & ACCURACY** | Ensures quality of work always adheres to ANCAD standards. |
| **CLIENT FOCUS** | Recognises and ensures that high quality service is always delivered to clients, community organisations and government agencies. Ability to interact and communicate with all sectors in a way which inspires confidence and trust. |
| **ATTITUDE WORK ETHIC AND TEAM WORK** | Works as an effective member of the team towards achieving the team goals and always demonstrates an appropriate work ethic. |
| **INITIATIVE & PROBLEM SOLVING** | Demonstrates strategic thinking and is solution focused. |
| **TIME MANAGEMENT & FLEXIBILITY** | Ability to work in an autonomous environment and manage priorities in a timely fashion. |
| **PROFESSIONALISM** | Always behaves in a values-driven professional and ethical manner. |
| **COMMUNICATION** | Demonstrates effective written and oral communication both with internal and external clients and stakeholders. |
| **TECHNICAL / PROFESSIONAL KNOWLEDGE** | Knowledge of dynamics of family violence – experience working within the family violence sector. Knowledge and experience of community agencies, service providers and government agencies working within the family violence sector in the Auckland North region. Knowledge and experience of Police, Oranga Tamariki and Health responses to family violence on the North Shore. |
| **RELATIONSHIP BUILDING** | Demonstrates excellent relationship building skills with internal and external stakeholders and ensures ongoing relationship with clients and organisation. Strong networks across both community and government sectors with established relationships within the North Shore area. |
| **OWNERSHIP** | Always takes appropriate level of ownership for tasks and delivery. |

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**August2022**