

# WELLBEING CO-ORDINATOR

## 12 Months Fixed

### Position Description

#### Background

Community Wellbeing North Canterbury Trust. provides a range of free services for young people and families across the Waimakariri and Hurunui Districts.

This fixed term community-based role aims to provide resources, education, and practical support for whānau parents and rangatahi who are seeking to strengthen their wellbeing, especially those who have experienced loss.

The role involves working closely with the Community Wellbeing existing team and outside agencies to facilitate good outcomes for our community.

The successful candidate will have the following attributes:

- Registered Social Worker, Psychologist or Occupational Therapist with minimum 2 years' experience
- Demonstrated experience working alongside diversity and a strong knowledge of the range of challenges facing rural communities.
- Sound knowledge of relevant community networks and resources including those important to Māori and Pasifika whānau.
- Demonstrated experience in positive liaison with local stakeholders, groups and community agencies.

**Office Location:** Level 1, 29 High Street Rangiora

**Report To:** Clinical Team Leader - Community Wellbeing North Canterbury Trust

**Relationships:** **INTERNAL**

- Manager
- Shared Services Team
- Clinical Team
- Other CWNCT staff

**EXTERNAL**

- Schools, Primary health care providers, and community organisations, especially those with a focus on families rangatahi and whānau.
- Professional bodies as appropriate

**General Conditions:** The general terms and conditions of employment for staff at the Trust will apply

**Hours of Work:** 40 hours per week

**Appendices:**

- A Schedule of key accountabilities and expected standards
- B Ideal Appointee Specification

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### Key Accountabilities

#### Purpose

To deliver the Co-ordination role with an accessible and community-based approach, also ensuring that clients understand and consent to the initial engagement through to closure, ensuring that all clinical practice, administrative and logistical arrangements are made in a timely manner in a way that upholds the mana of whānau families and rangatahi.

#### Tasks

- Prioritise and respond to requests for service from the community and referring agencies relating to families and whānau who are seeking early intervention support. Undertake risk assessment and together develop a wellbeing plan to ensure that the best outcomes possible are achieved for rangatahi, whānau and families.
- Assess and manage risk in collaboration with the Clinical Team Leader.
- Facilitate group support programmes and parent drop in events.
- Provide community education groups and presentations along with practical support and resources to individuals seeking to strengthen their wellbeing, especially those who have experienced loss.

#### Relationships

- Work closely with the North Canterbury postvention collaboration, rural focused community agencies, school, iwi / hapu and other groups, and representatives of other diverse groups as appropriate.

#### Tasks

- Participate in on-going professional development and collaborative opportunities with other related services local to North Canterbury and especially Waimakariri.
- Participate in regular community and postvention collaboration meetings and activities.

#### Professional Team Participation

#### Tasks

Deliver services according to the professional standards and expectations of Wellbeing North Canterbury.

- Participate in monthly Community Wellbeing Clinical team meetings.
- Attend monthly supervision with Clinical Team Leader.
- Maintain records and reporting as required.
- In conjunction with the Rangiora OT Team, share best practice regarding assessment and planning processes templates and trainings.

## Development and Training

- Ensure that regular training is undertaken specific to the role.
- Ensure that regular monthly clinical supervision is undertaken with an appropriately certified professional supervisor.
- Maintain membership to professional bodies as appropriate.

## Organisational Development

- Assist with other initiatives within Community Wellbeing as required.

## Cultural commitment

- Demonstrated enactment in honouring Te Tiriti o Waitangi through daily practice.

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## Health & Safety Commitment

The Trust is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for, and resolve issues that may cause harm to themselves or others in the organisation. You are expected to always work safely, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your manager or Team Leader.

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### Required Appointee Specifications

- Full Social Worker, Occupational Therapist, Nurse or Psychology registration and minimum of 2 years' experience in working with rangatahi, families and whānau
- A working understanding of the unique nature of rural service delivery.
- The ability to effectively engage and communicate with diverse communities.
- Trauma informed understanding of behaviour and development.
- Demonstrated enactment of embedding Te Tiriti o Waitangi in their daily practice.
- Sound working knowledge of the key rural agencies that work with rangatahi and families / whānau.
- Highly developed written and verbal communication skills
- An ability to utilise information technology and to analyse and report on data collected
- The ability to work effectively and positively within a team
- Current clean drivers' licence and confidence driving around the North Canterbury rural area
- Understanding and commitment to the Children's Act
- Proficiency in Microsoft Office 365
- A commitment to making a positive difference to the North Canterbury Community.

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### Other Information

This role requires significant travel around the Hurunui and Waimakariri District.