



Me aro koe ki te ha o Hineahuone
"Pay heed to the dignity of women"

**Te Puawaitanga
ki Ōtautahi Trust**

Mō tātou a mō ngā uri a muri ake nei
"For us and for those who will come after us"

Position Description

Role Title: Facilitator – Prison Parenting Skills Education Programmes
28 hours per week

Organisation Vision

Safe, healthy, stable, and connected whānau securing positive futures for all generations

Whakatauki

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Pay heed to the dignity of women

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For us and our children who come after us

Organisation Mission

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations

Organisation Values

RAPUORA - in search of excellence in health

MANAAKITANGA - support, nurture and take care of

WHANAUNGATANGA - belonging, respectful relationships and whakapapa

WAIRUATANGA - spirituality, mental wellbeing, cultural identity, and balance

KOTAHITANGA - unity, common purpose, and cohesiveness

RANGATIRATANGA - leadership, cultural identity, responsibility, and accountability

PUAWAITANGA - nurturing, empowerment and development of oneself and one's whānau.

AROHA - love, compassion, and empathy

Purpose of the role

The role delivers a parenting education programme for prisoners in Christchurch Men's, Rolleston, and Christchurch Women's Prisons.

The wider purpose is to improve outcomes for the children of prisoners, reduce intergenerational re-offending, and reduce participant re-offending by supporting the creation and maintenance of positive family ties.

As the facilitator you will be the person delivering the parenting programme for the prisoners who are sentenced, remand convicted, or remand accused in the three prisons. The programme is designed for prisoners who are

- A parent of at least one child under the age of 13 (or older than 13 at the discretion of the Participant's case manager and programme facilitator).
- An expectant mother/father, or the partner of someone who is pregnant.
- A primary caregiver of at least one child under the age of 13 (or older than 13 at the discretion of the Participant's case manager and programme facilitator).
- A regular occasional caregiver of a child or someone that lives regularly with children (e.g., grandparent, uncle, flatmate to a parent).

- Someone who aspires to be a person of importance in the life of a child (e.g., whānau member, adult stepbrother).
- For Youth Unit Prisoners only: prisoners who are not parents/caregivers but are motivated to learn parenting skills for their future.

More programme information is included in the contract between Ara Poutama and Te Puawaitanga ki Ōtautahi Trust.

Key Accountabilities/Key Tasks

1.0 Manaakitanga - engagement with whānau ensuring all are treated with dignity and respect

- 1.1. Form professional and respectful partnerships with all referred participants.

2.0 Needs Assessment parenting and life skills

- 2.1 Complete a needs assessment with all referred participants, either in a group or when needed, individually.
- 2.2 Determine programme suitability and assist the participant to identify some key parenting strengths, needs and goals.
- 2.3 Help the participant create an Individual Parenting Support Plan which will continue to develop during the service.

3.0 Parenting Skills Education Programme

The Parenting Skills Education Programme is for all participants who have been referred by the prisons and found suitable for the programme in the parenting needs assessment.

3.1 Deliver the parenting education programme ensuring:

- 3.1.1 Each programme is between 8 to 18 hours and is comprised of both group and one on one sessions. Group facilitation must comprise of at least 8 hours of group facilitation. Individual sessions may be facilitated if these are planned as part of a particular participants' programme. The programme can be delivered over 1 to 8 weeks, this will be negotiated between the facilitator and the prison.

- 3.1.2 The parenting programme is designed to
 - provide/teach parenting skills that respond to the identified parenting needs and goals of participants in the group
 - address specific parenting issues associated with imprisonment
 - support participants who can contact their children to develop a special communication for their children as part of the programme - depending on the prison, this may include for example, a DVD or audio message, or written messages/stories or craft gifts
 - be culturally responsive to the needs of Māori, and be adaptable to the different cultures, ages, and family structures, and learning styles of participants

3.2 Ensure the core content of the programme modules include:

- 3.2.1 Learning effective parenting skills – e.g. effective approaches to rewards, consequences, providing clear expectations, developing a warm and supportive parent/child relationship
- 3.2.2 Motivating individuals to be effective parents and increase their parenting confidence
- 3.2.3 Understanding the value and strengthen their sense of whanaungatanga
- 3.2.4 Learning coping strategies when dealing with stressors in parenting
- 3.2.5 Getting support to communicate with each participant's child while they are in prison

- 3.2.6 Learning ways for participants to strengthen their relationships with their children after release and where to access parenting support in their community for them and their whānau

3.3 Individual Parenting Support Plan

The Individual Parenting Support Plan is prepared together by the facilitator and the participant and updated throughout the service. This report requires the following four sections:

- 3.3.1 Section 1: Needs Assessment. An assessment to identify the participant's parenting needs. Programme suitability is determined. Parenting needs and goals explored, discussed, and documented.
- 3.3.2 Section 2: Parenting Skills Education Programme. Each participant receives a robust post programme plan that is specific, realistic and includes details of parenting related services and support agencies in their home location. Includes a summary of the group sessions and any individual sessions attended. Strengths, needs and goals updated in the plan as necessary.
- 3.3.3 Section 3: Programme Completion. Completion or exit comments and suggestions for further parenting related services (linking these to the participants identified parenting needs). Progress made and recommendations for further parenting support. The contact details of parenting support agencies in the participant's home location.
- 3.3.4 Section 4: Premature Exit. Background and exit reasons fully documented.

4.0 Prison Whanaungatanga

- 4.1 Work openly and flexibly with prison personnel to arrange programme delivery dates, location etc and ensure the requisite number of participants per programme. The minimum number of participants is eight.
- 4.2 Maintain positive professional relationships with relevant prison personnel.
- 4.3 Ensure adherence to prison protocols, rules, and health and safety requirements always.
- 4.4 Raise any issues with key prison staff and during supervision.

5.0 Kotahitanga - Case documentation and reporting

- 5.1 Ensure all case documentation is completed accurately and on time.
- 5.2 Ensure all reporting, weekly and quarterly, is timely and accurate and approved by Team Leader before it is submitted to Corrections

6.0 Professional Development

- 6.1 Participate in professional learning and development activities.
- 6.2 Participate in regular planned support and supervision with Team Lead Mātauranga
- 6.3 Participate in individual position planning and review meetings.

7.0 Health and Safety

- 7.1 Work according to the health and safety requirements of the prison setting
- 7.2 Promote and take individual responsibility for good workplace health and safety practices.
- 7.3 Be personally responsible for your own and others health and safety at work.
- 7.4 Promote and participate in health and safety processes, maintain a safe workplace, and ensure all equipment is always used correctly.
- 7.5 Be familiar and work with Te Puawaitanga ki Ōtautahi health and safety policies and procedures.
- 7.6 Always establish and insist upon safe methods and safe practices.
- 7.7 Continue to hold a full and unrestricted Drivers Licence.

8.0 Healthy organisation and team function

- 8.1 Participate in organisation and team activities such as Full House Hui, Whanaungatanga Days, and team hui.
- 8.2 Understand and work according to both organisation policies and procedures

8.3 Provide support to other kaimahi if required

8.4 Support and protect the special character of Te Puawaitanga ki Ōtautahi as kaupapa Māori.

Other Duties

To meet the needs of the prison, Te Puawaitanga ki Ōtautahi and client whānau the key tasks of the role may change. This is to ensure the organisation and its mahi can adapt to changes in the business and wider environment in which it operates.

Qualifications and Experience

- Experience in facilitation of groups and facilitation of parenting programmes
- Relevant qualifications include early childhood education, counselling, social work, psychology, human/child development,
- Te Ao Māori

Te Ao Māori

- Lived experience of Te Ao Māori
- In depth understanding of the impact of racism and trauma
- Experience working with Māori and within a kaupapa Māori environment
- A lived experience of tikanga Māori, cultural values and beliefs that are important to Māori and their whānau
- A background of supporting the identity, language, and cultural needs of Māori whānau

Knowledge, skills, and competencies

- Mātauranga Māori
- Committed to whānau centric practice together with the paramountcy of child safety
- Skilled working with whānau who are in challenging situations.
- Sound knowledge of family dynamics and inter-generational effects
- Sound knowledge of psychosocial difficulties such as addictive and offending behaviours
- Human growth and development with an emphasis on infant and child development
- Sound knowledge of NZ child protection legislation
- Ability to work with a flexible approach to:
 - account for each client's needs, and
 - be responsive to the prison setting
- Psychologically competent to work in potentially stressful situations.
- Excellent communication skills including active listening, observation, and reflection, written and oral.
- Accountable professional practice including use of work time, organisation resources, case management and practice quality. Presents self and the organisation favourably and works according to organisation policies and procedures.
- Ability to work successfully with people of differing views and preferences, being able to recognise and respect differences.
- Able to maintain the strictest confidentiality with all information or intellectual property that affects the role and people.
- Demonstrated understanding and practical application of Te Tiriti o Waitangi
- Skills in decision-making, conflict, and crisis management

Signed by:

(Name of position holder)

Date