

December 2025

Kia ora

Thank you for your registration of interest in the role of Kaimahi Whānau with Wesley Community Action's Mana Whānau programme.

This pack includes a job description and outlines the key tasks and expected outcomes of the position.

The pack also includes a Pre-employment Disclosure Statement, and a copy of Te Ara Wēteri / The Wesley Way. Te Ara Wēteri is our quality assurance practice framework which guides how all staff are expected to interact with each other and with those we work alongside. Please read this carefully to ensure there is alignment between your beliefs and Te Ara Wēteri / The Wesley Way.

To apply for this position please send us:

- a covering letter
- your CV
- the completed Pre-employment Disclosure Statement.

This role is pivotal to maintaining and further developing rigorous network relationships in the Wellington region and beyond, and leading best practice in working alongside families. We are looking for a highly self-motivated, skilled professional who has a genuine passion for children and social work with families. You will need the energy to match our team's!!

We look forward to receiving your application and please do not hesitate to contact us if you have any questions.

Please send your application to: Isabel Macdonald imacdonald@wesleyca.org.nz

PO Box 9932

Te Aro, Wellington 6141

04 8050875

Nga mihi

Andrea McKenzie
General Manager

*Position Description***About Mana Whānau**

Mana Whānau is an intensive in-home parenting support service, developed by Lifewise, our sister organisation, in Auckland. Wesley Community Action has provided this service since 2019. All referrals to Mana Whānau are received from Oranga Tamariki, who fund the service.

This is intensive mahi and it is likely that whānau will be struggling with substance abuse and mental health issues amongst other challenges. You need to be prepared for the hard work that is holding space for these whānau to be safe in their parenting despite those challenges. You will need to understand the priority that is child safety and protection and have solid risk assessment decision making frameworks.

Mana Whānau works with families who are at imminent risk of having their children removed and placed into foster care, as well as those needing support to enable their children to return home. The service builds the capability of parents and whānau to provide safe nurturing care for their children. It does this by reducing stressors, increasing protective factors and working toward significant and sustainable parent-led goals. Our whānau workers engage with whānau using a whānau led, strengths based and solution focused approach.

The service differs from other approaches in that staff work intensively with whānau, in their homes, for up to six months. The aim is to support parents whose core capabilities are challenged by stress and trauma, helping them to identify and reduce those stressors. Our kaimahi work alongside parents, modelling and supporting strong and responsive relationships between children and parents. They also work with parents to identify, build and maintain whānau and community supports that enable longterm resilience.

Because Mana Whānau is whānau led, it looks different in every home - it is responsive to the priorities, skills, capabilities and culture of each whānau. Support is provided at the times whānau most need it and is designed, as far as possible, to fit in with their routines and structures. This requires kaimahi to have the flexibility for some early morning and evening work.

Mana Whānau Intensive In-Home Parenting Support: Whānau Worker

The primary objectives of this position are:

- to address the risk of children being placed in Oranga Tamariki care, and
- to support the safe transition of children from foster care to the care of their whānau.

Responsible to:	Team Manager Te Kākano - Mana Whānau
Important relationships with:	<ul style="list-style-type: none"> • Mana Whānau Supervisor • Whānau/families • Mana Whānau team • General Manager • Wesley staff • Wesley Leadership Team • Community health agencies • Early childhood educators • Work and Income

	<ul style="list-style-type: none"> • Oranga Tamariki • Other agencies and services
Hours:	Minimum 40 hours per week not including unpaid 30 minute lunch – some out of office hours and weekend work is occasionally required, as negotiated on a case-by-case basis.
Location:	This position is based at our Porirua site, however Mana Whānau is available to whānau living in Wellington Porirua and Kāpiti. From time-to-time whānau workers may be required to work from another of our Wesley sites.
Salary range:	Category 3 of social worker in community and iwi organisations pay equity spine. \$68,000-\$86,000 (skills and experience dependent)

Who will thrive in this role?

The person who will thrive in this role:

Has the ability to engage with whānau, honouring their voices and ideas

- Is kind, compassionate, empathetic and non-judgemental
- Can quickly build effective and trusted relationships
- Is strength based and solution focussed
- Has the ability to identify barriers and gently challenge assumptions
- Can balance strengths and risks as part of safety planning

Is committed to a whānau-led approach

- Believes that with the right support, and resources, change is possible
- Is motivated to 'do what it takes' to support whānau to achieve their goals
- Is a reflective practitioner who is open to ideas, focussing on what works for whānau
- Understands the power of mistakes – actively learning from them to do better in the future
- Is willing and able to uphold the principles of Te Ara Weteri, including using Te Tiriti o Waitangi as the basis for their work

Has experience in leading best practice case management

- Contributes to a supportive community by modelling mutual respect, transparency, consultation and by communicating clear expectations
- Confidently manages all professional interactions and communications to the highest standard
- Identifies and mitigates safety issues, including the safety of tamariki, whānau and kaimahi

Is clear thinking, wise and strategic

- Takes time to stand back and think about what is happening
- Sees the 'big picture' of where the organisation is going and contributes to strategic initiatives
- Enjoys meeting and mixing with a wide cross-section of people and has life experience appropriate to the role
- Has the ability to maintain professional boundaries and exercise self-care

Is an effective worker and communicator

- Writes and speaks simply and clearly
- Is an active and attentive listener
- Is confident with IT systems and opening to learning
- Is able to organise time and resources to maximise effect
- Has a current full driver's licence
- Key tasks and expected outcomes

Key tasks	Expected outcomes
PRACTICE	<ul style="list-style-type: none"> • Genuinely and respectfully engages with whānau so they can be confident their worker is reliable, trustworthy and transparent • Works with whānau to develop plans that genuinely reflect their wishes and aspirations • Ensures whānau know they can make mistakes and learn from them • Regularly reflects on their own practice and the practice of the team as a whole • Ensures practice is authentically whānau-led – 'nothing about whānau, without whānau'.

	<ul style="list-style-type: none"> Proactively assesses risk and able to confidently develop safety plans that respond to that risk.
INFLUENCE	<ul style="list-style-type: none"> Models positive parent/child interactions and supports the development of warm and nurturing relationships between children and their whānau Provides whānau with advice and support in key areas related to their children's physical and emotional wellbeing, and development Supports parents to develop responses and routines that provide children with sense of consistency, security and structure Facilitates referrals and supports whānau to access services, for their children, as required Maintains effective lines of communication, in consultation with whānau, between Oranga Tamariki and Wesley Role models and leads positive working relationships, among Wesley staff, within and between teams as well as with external agencies
ADVOCACY	<ul style="list-style-type: none"> Provides whānau with access to financial and budgeting advice, advocacy and support Advocates for whānau, providing advice and facilitating support, in relation to tenancy and legal matters, as required Supports referrals for other challenges as identified by whānau e.g. alcohol or other drugs, family violence, relationship or mental health problems Supports whānau to identify, build and strengthen family/whānau and community networks Builds resilience by utilising parent's strengths and capabilities
SERVICE EXCELLENCE	<ul style="list-style-type: none"> Attends and actively participates in regular clinical supervision Attends and actively participates in team and staff meetings Participates in relevant training and reflective practice sessions Participates in Wesley's core and on-going staff training Has an understanding of the work undertaken by other teams and actively collaborates with other Wesley staff Promotes the activities of Wesley at key forums and events
CAPABILITY	<ul style="list-style-type: none"> Has outstanding time management systems Ensures all reports are completed on time Ensures the Mana Whānau database is regularly maintained and up to date Ensures individual family/whānau plans are developed, regularly reviewed and updated Promptly communicates any risks, issues, complaints or incidents that could impact child safety or service delivery, to Team Manager Adheres to all Health and Safety protocols
TE TIRITI O WAITANGI	<ul style="list-style-type: none"> Actively demonstrates a commitment to the principles of Te Tiriti o Waitangi, in all interactions with whānau and other kaimahi Ensures the cultural and spiritual beliefs of whānau are respected and understood Consults with Wesley's Tikanga Advisor, as required, in relation to any cultural issues

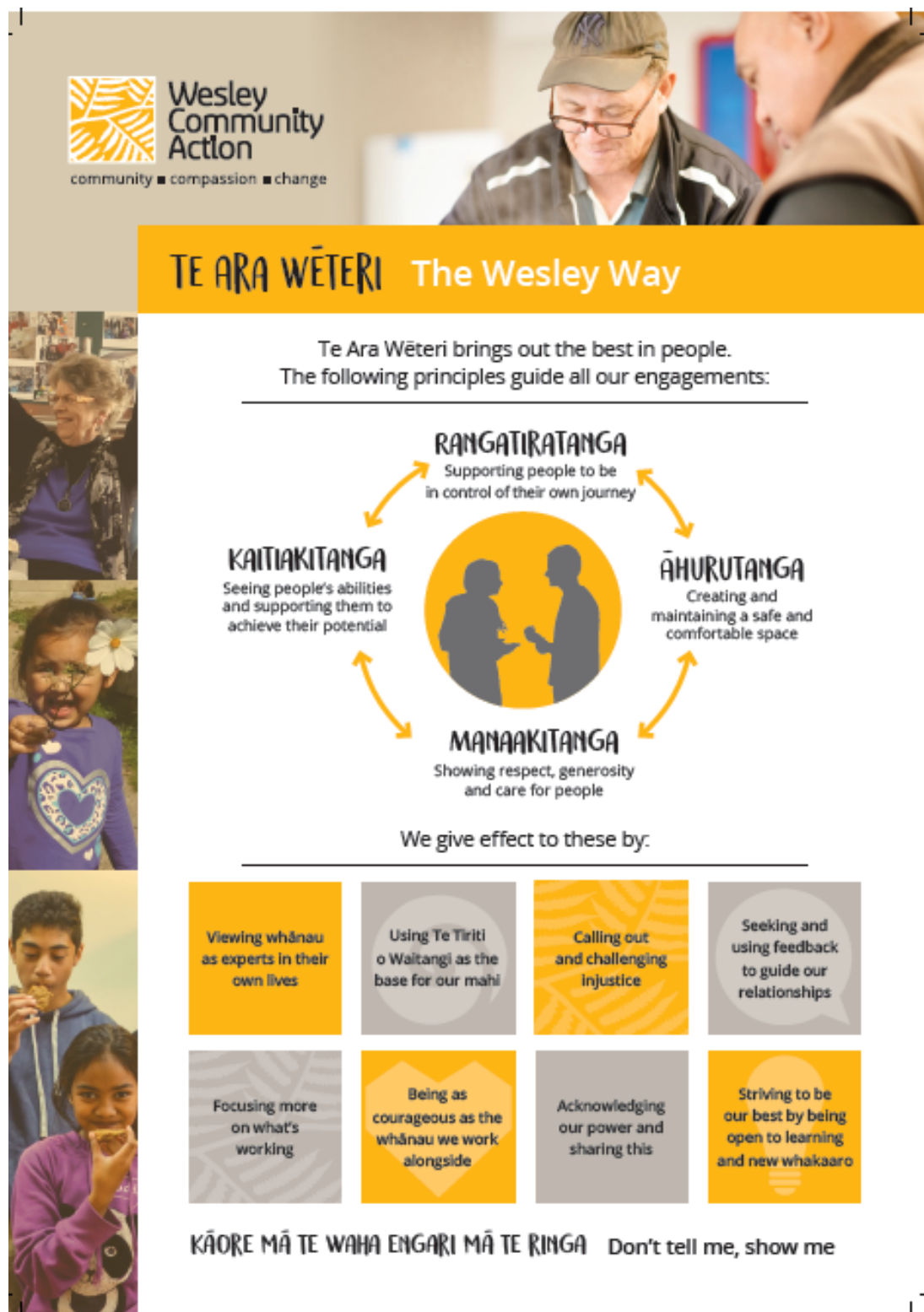
Any other duties as discussed and agreed with Team Manager

Abilities and ideal person specification

- Has a combination of life experience, work experience appropriate to this role.
- While it is not a social work position we welcome applications from qualified applicant as the work is substantially similar to social work.
- Has a genuine passion for working alongside children and supporting whānau and families
- Has experience of supporting whānau who are experiencing substance abuse and mental health issues.
- Has outstanding rapport and relationship building skills
- Has a high standard of character, reliability and integrity
- Has excellent written and oral communication skills
- Has a good understanding of social services, health and education systems and other services available to support whānau in Porirua and/or Kāpiti
- Has highly developed organisational, time management and computer skills
- Has a commitment to positive social change that encompasses whānau-led practice, strength-based principles and a solution focussed approach
- Has a commitment to applying the principles of Te Tiriti o Waitangi
- Has the ability to negotiate and manage conflict, and a comprehensive knowledge of the issues that impact on tamariki and whānau, including health, addictions, relationship and social problems
- Understands the impact of trauma and the importance of mitigating/eliminating toxic stressors to improve outcomes for tamariki and whānau
- Has the ability to self-manage, to work effectively under pressure and to meet deadlines
- Has a sense of humour
- Has a current, clean, full drivers' license
- Can meet the requirements for Police and Oranga Tamariki checks
- Is available, by negotiation, to work hours that fit with whānau needs
- Is energetic, has well developed self-care strategies and is in good physical health

How we work: Te Ara Wēteri / The Wesley Way

Te Ara Wēteriana / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life.



PRE-EMPLOYMENT DISCLOSURE:

As part of our employment/volunteer process, we require you to answer to the fullest, the following questions.

This information is treated with the strictest of confidentiality.

FULL LEGAL NAME:			
PREFERRED NAME (email signatures/business cards):			
HAVE YOU PROVIDED REFEREE FROM YOUR LAST EMPLOYER AND EMPLOYERS IN RELATED FIELD TO THIS ROLE?			
RELEVANT QUALIFICATIONS PROVIDED:			
PREFERRED IDENTIFICATIONS:			
1	Do you have a preferred pronoun that you would like on a work email signature?	She/Her, He/Him, Them/they or N/A, if you would like no pronoun	
2	Do you identify with any iwi affiliation/s that you would like us to know about?		
3	Do you identify any Pasifika affiliation/s that you would like us to know about?		
CONVICTION/DISCIPLINARY ACTION DISCLOSURES:			
4	Have you ever been convicted of a criminal or diving offense?	YES OR NO	If YES, please provide full details on other sheet attached.
5	Are there any criminal charges currently pending against you?	YES OR NO	If YES, please provide full details on other sheet attached.
6	Have you been the subject of any performance/employment/disciplinary process with any previous employer or been dismissed from any role?	YES OR NO	If YES, please provide full details on other sheet attached.
7	Have you been the subject of any censure or suspension to your professional practice/certifications of any type for any reason?	YES OR NO	If YES, please provide full details on other sheet attached.
8	Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)?	YES OR NO	If YES, please provide full details on other sheet attached.
MEDICAL/GENERAL WELLBING DISCLOSURES:			
9	Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? If in doubt, please answer yes.	YES OR NO	If YES, please provide full details on other sheet attached.
10	Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally.	YES OR NO	If YES, please provide full details on other sheet attached.
11	Do you have any pre-existing medical/health or psychological conditions?	YES OR NO	If YES, please provide full details on other sheet attached.
12	Do any of the above conditions impact on your ability to fulfil your role in anyway?	YES OR NO	If YES, please provide appropriate medical clearance from your health professional confirming you as fit for the purpose of the role you are applying for.
WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. You are not obliged to disclose your vaccination status. However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.			
13	Have you received your Covid vaccinations and are up to date with your booster shots?	YES OR NO	If NO, please provide details on another sheet attached.
	I would prefer not to disclose this information.		Please tick if appropriate.
DECLARATION			
14	I am legally entitled to work/volunteer in Aotearoa New Zealand.	YES OR NO	If NO, please provide details on another sheet attached.
15	I give permission for my referees to be contacted.	YES OR NO	If NO, please provide details on another sheet attached.
16	I give permission for my medical records to be accessed if requested	YES OR NO	

17	I have a full and clear driver license I can produce for sighting.	YES OR NO	If NO, please provide details on another sheet attached.
18	The information given in this application is factual and truthful.	YES OR NO	If NO, please provide details on another sheet attached.
SIGNATURE:			
DATED:			

IMPORTANT – PLEASE NOTE: We rely on the accuracy of the information given to us. If it is later discovered that you have not fully disclosed all matters requested or have failed to disclose significant information, then Wesley Community Action is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow. V. Oct 2024

ADDITIONAL INFORMATION: add lines as needed.

Question number being answered:	Answer provided: