

Halswell Residential College

Position Description for the role of Youth Worker

Reports to: House Manager

Manages: The recreational activities of the students within the Residential Function and supports the implementation of the Residential Curriculum.

PURPOSE OF POSITION

The Youth Worker reports to the House Manager, is a member of the House Team within the Residential Function of Halswell Residential College (HRC). The Youth Worker provides effective management and coordination of all recreational activities of the students in the residential function at HRC ensuring that these align with the residential curriculum, HRC values and benefit the learning and skill development of the students.

POSITION VALUES

The role of Youth Worker is a key role within the Residential Function of HRC and it is expected that the Youth Worker maintain a high level of professionalism and integrity, display a positive attitude and a team focus.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Associate Principal, Residential
- House Managers and the Shift Manager
- All HRC staff
- Family and whanau of the students
- Local Iwi
- Related community groups and agencies
- Intensive Wraparound Service/Referrer
- Schools

KEY ACCOUNTABILITIES, RESPONSIBILITIES AND PERFORMANCE MEASURES

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
<p>Development and implementation of Recreational Activities.</p> <p>Leads the process for the students.</p>	<ul style="list-style-type: none"> • In alignment with the broader residential curriculum developed by the House/Shift Manger develops a comprehensive term by term plan for all major recreational activities (including the resources required to deliver these activities and the goals to be achieved) for review by the House/Shift Manager. This plan will provide a variety of recreational activities and options that all students will be able to participate in and will encourage their own development in accordance with the overriding principles and values of HRC. • Where costs are involved in the implementation of activities, prepares a request for funds following financial procedures. • With the support of members of the House Team and the wider Residential Function, implements the recreational activities plan that is based on the student’s goals ensuring participation by all students in those activities that best suit and interest them and record progress towards goal achievement. • Evaluates the activities and achievements of goals for each student, seeking input from the IEP Coordinator and the House/Shift Manger to ensure that the learning and development needs of the students are being met or refining activities for the next term to better meet those needs in the future. • Supports students traveling to and from work experience or other off site activities in accordance with policy and procedures. • Reports to the House/Shift Manger regularly on the participation of each student in the recreational activities together with the goals achieved and skills developed. 	<ul style="list-style-type: none"> • Subject to health or behavioural constraints, each student participates in a recreational activity on every occasion that activities are offered. • Programmes and activities are developed to support identified student goals. • Youth Worker activity is kept up-to-date with activities. • Youth Workers will coordinate their programming across shifts and Houses. • Accurate records in eTAP of goal achievements.
<p>Support the implementation of</p>	<ul style="list-style-type: none"> • As directed by the IEP Coordinator, supports the implementation of the IEP and other goals with each student, providing or facilitating the appropriate teaching, 	<ul style="list-style-type: none"> • All teaching provided meets expected quality standards.

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
<p>IEP and FBA Supports the implementation of the IEP and FBA process for the students.</p>	<p>guidance and support for the students to enable them to achieve their IEP and other goals.</p> <ul style="list-style-type: none"> ● As directed by the IEP Coordinator, provides or facilitates remedial or additional teaching or support for students where IEP and other goals have not been met. ● Any complaints or concerns from families or whanau of the students immediately reported to the House/Shift Manager. 	<ul style="list-style-type: none"> ● No unresolved complaints or concerns from students or families/whanau about teaching methods.
<p>House Services As part of the House Team provides for the care and well-being of the students within the residences.</p>	<ul style="list-style-type: none"> ● In accordance with HRC practices and procedures, works on site in the House providing care and support to the students. ● As part of the House Team and as directed by the House/Shift Manger, teaches or facilitates teaching and recording of goals of the residential curriculum to all students. ● Reports to the House/Shift Manger on the teaching of the curriculum as required. ● Seeks assistance from the IEP Coordinator as required to properly undertake House responsibilities. ● As requested, attends appointments with students (for example, doctors or dentists visits) and manages these appointments in accordance with policy and protocols. ● Assists the Day School as requested and if available by providing support in the class room or providing cover for playground duty in accordance with policies and practices. 	<ul style="list-style-type: none"> ● No breaches of residential practices, policies or procedures. ● Complies with all directions and reasonable requests from House/Shift Manger or IEP Coordinator regarding teaching of the residential curriculum or professional development.
<p>Compliance Complies with all statutory and HRC policy and procedural requirements.</p>	<ul style="list-style-type: none"> ● Maintains an up-to-date understanding of all HRC policies and procedures including but not limited to: <ul style="list-style-type: none"> ○ the HRC Policies and Procedures; ○ the HRC Staff Code of Conduct; ○ the HRC Philosophy of Care; 	<ul style="list-style-type: none"> ● No regulatory, procedural or policy breaches.

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
	<ul style="list-style-type: none"> ○ the HRC Health and Safety Manual; ○ the HRC Behaviour Support Procedures. ● Complies with all HRC policies and procedures at all times. ● Prepare comprehensive and accurate pastoral notes in accordance with HRC guidelines. 	
<p>Health and Safety practices</p> <p>Complies with all health and safety policies and procedures.</p>	<ul style="list-style-type: none"> ● Maintains an up-to-date understanding of the HRC Health and Safety policies and procedures. ● Complies with HRC Health and Safety policies and procedures without exception. ● Reports immediately to the House/Shift Manager where the Health and Safety of students or staff has been put at risk or where there is a breach of Health and Safety policies, procedures and practices. 	<ul style="list-style-type: none"> ● No Health and Safety regulatory, procedural or policy breaches.
<p>Risk and Crisis practices</p>	<ul style="list-style-type: none"> ● Maintains an up-to-date understanding of all risks involved in the Residential Function and of how to manage these risks. ● Understands the correct Behaviour Support procedures and is able to safely execute these procedures. 	<ul style="list-style-type: none"> ● No breaches of or failure to use the identified risk mitigation or management strategies. ● Is able to properly and safely execute the Behaviour Support procedures at all times.
<p>Cultural practices</p> <p>Ensures all students are supported culturally and provided with all opportunities to</p>	<ul style="list-style-type: none"> ● Maintains an understanding of key cultural mores, behaviours and values. ● Models respect for others in interactions with colleagues and students. ● Promotes the multicultural nature of New Zealand and an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected. 	<ul style="list-style-type: none"> ● No incidents of culturally insensitive or inappropriate behaviour.

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
develop themselves within their culture.	<ul style="list-style-type: none"> • Supports the Kaiwhakahare as required to ensure the cultural needs of the students are provided for. 	
<p>Team Participation and Self Reflection</p> <p>Works with members of the House Team on matters of operational importance to HRC.</p>	<ul style="list-style-type: none"> • Ensures that the House/Shift Manager is kept informed of all pertinent developments and information within functions and processes managed by Youth Worker. • Participates fully in all meetings with the House Team, contributing ideas and reporting as required. • Participates fully in meetings with colleagues throughout the business, contributing as appropriate and supporting colleagues as required. • Focuses on continuous improvement by regularly and actively engaging in self-reflection in order to improve the effectiveness of professional practice in accordance with HRC policies, procedures and guidelines. • Undertakes any other duties reasonably requested by the House Manager. 	<ul style="list-style-type: none"> • Is viewed by members of the House Team as a contributor and collaborates to achieve group objectives.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position the Youth Worker shall have and be able to consistently demonstrate the attributes and behaviours described below.

- Actively demonstrates professionalism throughout the organisation and the industry and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Works positively with colleagues to achieve goals; experience is shared and help is actively sought and proactively offered. Strong working relationships are developed and maintained across the organisation.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the Residential Function, regularly contributes to formulating goals.
- Is highly organised, well-structured in working methods, plans comprehensively for areas of responsibility meticulously and meets deadlines.

- Effectively leads the implementation of plans, ensuring strong communication of goals – both written and oral, acceptance of the plan by stakeholders, students and other relevant staff members, follows up on and positively resolves issues and meets deadlines.
- Has a high level of personal energy and self-motivation and uses these attributes positively to encourage and influence participation by others in activities.
- A strong and articulate communicator – both in writing and orally.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position the Youth Worker shall have and be able to demonstrate the following skills and experience:

- A relevant tertiary qualification – preferably with an emphasis on education, social work or psychology – or a current teachers registration or extensive relevant experience.
- Experience in supporting the learning of students with complex intellectual needs.
- A strong understanding of developing and implementing processes and procedures to support the development needs of students.
- A comprehensive understanding of the range of recreational, community, social, and educational activities available for students with complex intellectual needs.
- Exposure to IEP and FBA as they relate to HRC.
- Experience operating effectively in a multicultural setting
- Competent user of computers and software.
- The ability to safely and correctly execute HRC Behaviour Support procedures. Training will be provided by HRC.
- Licensed in New Zealand to drive a car.