

Men’s Advocate Position Description

***PREAMBLE***

Te Whare Oranga Wairua Māori Women’s Refuge aims prevent family violence in the Taupō / Turangi area and to provide interventions that assist victims to live lives free from violence.

Central to our work with perpetrators, is holding the safety of victims of family violence at the centre of our approaches and actions.

Te Whare Oranga Wairua Māori Women’s Refuge strives to implement practices consistent with our policy of parallel development at all times.

**Position Purpose:**

* To uphold the safety of victims of family violence by identifying risk and holding perpetrators accountable for their violence.
* To provide support, advocacy, and referrals for perpetrators of family violence.
* To provide support and advocacy for male victims of family violence.
* To work collaboratively with Women’s and Children’s Advocates to ensure risks to victims are identified and managed.
* To promote family violence prevention in the South Waikato.
* To ensure all services are delivered in a manner consistent with the organisation’s vision and mission statement, policies and procedures, strategic plan and four cornerstones, tikanga and kawa
* To ensure outcomes for whanau and families are achieved through working alongside them and contributing to Whanau hauora

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| **Key Responsibilities** | **Performance Indicator/Expected Outcome** |
| **Outcome Required** | **Tasks to be completed** |
| **Services to Men** |  |
| Male victims and perpetrators are provided with best practice services  | * Male perpetrators are provided with services that support behaviour change
* Contact FVIARS referred male victims and perpetrators in a timely manner
* Conduct initial meetings with male victims and perpetrators through walk in service.
* Document all initial contacts in accordance with policy and procedures
* Ensure contact with all male clients is conducted in a way that does not compromise the safety of female victims and staff and children.
* Report back to FVIARS meetings and/ or other referral agencies as required.
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| Services to Perpetrators support the safety of victims. | * Provide victim contact details to women’s and children’s advocates where male perpetrators engage in services.
* Ensure risk assessment information is collected and safety plans address risks identified.
* Ensure risk assessments and safety plans are reviewed regularly and that updated risk and safety information is available to victims and their advocates as it emerges.
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| **Advocacy** |  |
| Advocacy practice is maintained to the highest possible standard | * Client intake forms are completed for all male victims and perpetrators engaged in service.
* Risk assessments, safety plans and case management plans are developed for all male clients and are reviewed and updated regularly.
* All processes and records comply with Te Whare Oranga Wairua best practice standards.
* Clients are provided with information and support in to make informed decisions.
* Appropriate referrals are made, documented and followed up.
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| Community Engagement | * + Manage stakeholder relationships is a manner that builds and maintains confidence and trust in Te Whare Oranga Wairua Māori Women’s Refuge.
	+ Identify and action opportunities to raise awareness of family violence and Te Whare Oranga Wairua Māori Women’s Refuge services including services to men.
	+ Develop and maintain community contacts to support male victims and perpetrators.
	+ Develop referral protocols with other agencies
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| Administration | * + Maintain and update client records in accordance with policies.
	+ Complete client records in accordance with NCIWR best practice standards.
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| **Collaboration** |  |
| Work collaboratively with Women’s and Children’s Advocates to ensure victim safety | * Meet at the earliest available opportunity to provide initial risk and safety information to women’s and children’s advocates
* Engage in regular risk meetings with women’s and children’s advocates to provide information to support the safety of victims.
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| Work collaboratively with whanau to provide support for safety and case management plans for perpetrators | * Engage whanau in supporting perpetrators and victims with client consent.
* Work with whanau to identify risk, plan for safety and implement case management plans.
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| **Information Dissemination** |  |
| Relationships are established and maintained | * + Build effective and functional relationships with internal and external agencies that operate in the family violence area to provide relevant and up to date information and assistance.
	+ Stay up to date with relevant legislation and policy in delivery of service.
	+ Actively participate in weekly staff meetings to deliver and receive information
	+ Develop an excellent understanding of the organisation in its entirety in order to deliver effective service
	+ Attend external clinical supervision monthly and record in file
	+ Actively seek relationships and networks that would benefit clients and Whanau
	+ Appropriate resources are identified that support Women’s Refuge abuse prevention policy and procedures.
	+ Appropriate resources are distributed to whanau & networking meetings
	+ All media releases are approved prior to publishing.
	+ Approval is received for all public speaking.
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| **Training and Development** |  |
| Refuge training as directed by management. | * Comply with the organisation’s policies around training (including completing compulsory training).
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| Develop a professional development plan in collaboration with the Senior Advocate. | * Participate in on-going cultural, professional and personal development, and any other training and coaching opportunities which has been identified, planned and undertaken as an outcome of the performance appraisal.
* Demonstrate a commitment to on-going learning and undertake relevant professional development.
* Work within statutory requirements, practice guidelines/standards and tikanga best practice.
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| Undertake professional supervision. | * Undergo regular professional supervision with an approved qualified supervisor on a monthly basis or more often as required.
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| Participate in performance appraisals as required. | * Readily accept feedback on performance and applies on the job.
* Display a strong work ethic and accept personal responsibility for getting things done.
* Demonstrate integrity and commitment to confidentiality.
* Display a high level of motivation, adaptability and creativity in identifying the best solutions to problems or barriers.
* Provide evidence and examples of how they having met the key performance indicators as outlined in the job description and performance agreement.
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| **Administration & General** |  |
| Reporting | * Prepare reports for Manager and any other reports required for accountability purposes including all contracts to meet contractual reporting requirements.
* Contribute to the development and review of policies.
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| Meet with other Refuge personnel both locally and nationally. | * Attend and participate in weekly staff and case management meetings to contribute to the team initiatives/projects to improve performance and the achievement of service goals.
* Attend and participate in peer supervision meetings.
* Attend regional/caucus meetings as required.
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| Health and safety; and incident reports | * Participate in health and safety management within the service
* Report, record and complete appropriate paperwork as soon as applicable.
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| Ensure effective operations | * Assist with any tasks associated with the effective and efficient operation of services.
* Any other duties as required.
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| **PERSON SPECIFICATIONS** |

**Essential Qualifications and Experience:**

* Demonstrated experience in key activities related to the role (advocacy, risk management, safety planning etc.).
* A current, valid and full NZ driver’s licence.
* Knowledge and understanding of Family Violence, coercive control and abuser tactics.
* Knowledge of Te Tiriti o Waitangi and Tikanga and practice within a Te Ao Māori framework.

**Desirable Requirements:**

* Work experience in a similar or related role involving working with perpetrators and victims of family violence.
* Have clear professional boundaries in working with perpetrators and victims and their whanau/family in crisis in a non-judgemental manner.
* Experience in working collaboratively with colleagues, government and NGO agencies.
* Ability to work effectively and autonomously in a self-directed role.
* Strong computer skills and organisational abilities.
* Knowledge and experience in delivering whanau centred services.

**Competencies and Skills:**

* Excellent written and verbal communication skills.
* Ability to write reports and develop documentation to a high standard.
* Ability to effectively manage time and prioritise work commitments when under pressure to ensure deadlines are consistently met without compromising quality standards.
* Ability to provide one-to-one guidance, support and advice with a wide range of clients in a professional manner.
* Problem solving and strategic thinking skills.
* Work as part of a team.
* Have knowledge of the local community and community development with an analysis of feminist issues in keeping with NCIWR philosophy.

**Personal Qualities:**

* Has empathy and sensitivity with a wide range of cultures and client groups from a variety of backgrounds.
* Demonstrates a high level of professionalism with personal presentation, self-motivation, initiative and resilience.
* Demonstrates commitment to continuous learning and development.
* Has a positive attitude towards work and achievement of performance targets and standards.
* Has the ability to be discreet and maintain client confidentiality and privacy and protect the integrity of information that is confidential to the organisation.
* Have no criminal convictions which would undermine their position as a Refuge employee; i.e. violence or fraud convictions.