

# POSITION DESCRIPTION

## TŪRANGA MAHI



<b>Position Title Mahi</b>	Healthy Relationships Facilitator	<b>Group Kāhui</b>	Social Change and Prevention
<b>Reports To Rangatira</b>	Consent Education Manager	<b>Location Taunga Mahi</b>	Tauranga Moana
<b>Hours Haora Mahi</b>	Casual as required	<b>Staff Responsibilities Haepapa Mahi</b>	Nil

### Te Whakakitenga | Our Vision

A Society free from sexual harm and violence

### Kaupapa | Our Purpose

Providing education and prevention to people, whānau and communities. Supporting all people impacted by sexual harm to live their best life through healing

### Ngā Uara | Our Values

Our people display the following values in their work

- Manaakitanga:** Having a place where everyone is welcome, demonstrates integrity and shows respect towards one another.
- Kaitiakitanga:** Providing a safe supportive environment including participation and effective communication.
- Ngā Tūmanako:** Supporting hopes, dreams and aspirations whilst leading by example.
- Mana Motuhake:** Practicing self-empowerment and self-determination by way of accountability and responsibility.
- Whakapakari:** Aspiring to be the best you can be through education, ethics and professionalism.

### Pūtake | Purpose of this Position

To facilitate consent education programmes with mainstream students in secondary schools and deliver our healthy relationships programme to those with neurodiversity and/or intellectual disabilities in local schools, agencies and with individuals in the community.

We run two different consent education programmes that are both designed to help prevent sexual and dating violence by teaching people relationship skills and behaviours to carry with them throughout their lives. It's about all kinds of relationships, including friends and family.

Whanaungatanga Ora is our healthy relationships programme for people who have an intellectual disability or cognitive difference. This programme is run throughout various agencies and schools in the Bay of Plenty and delivered at a level that suits the group's ability. Made up of six different lessons, this programme covers the following topics; Connections and Relationships, Consent and Boundaries, Effective Communication, Diversity and Social Expectations, Managing Emotions, and Enhancing Mana and Aroha

We also deliver consent education in mainstream secondary schools throughout the Bay of Plenty. This is predominately delivered to year 9 and 10 students via 4-5 sessions which cover the following topics: Healthy and Unhealthy Relationships, Online World, Communication, Pornography, and Support. More recently, this programme has started to evolve by looking at alternative ways we can support secondary school students and staff outside of the standard session delivery.

### Ngā Mahi Matua | Key Accountabilities and Activities

The following is a list of the core accountabilities associated with this role. This is not an exhaustive detailed list of all tasks and activities the incumbent will be involved with, and the expectation is that within any role at Tautoko Mai, some flexibility is required to undertake important tasks which may not be listed within the position description.

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KEY ACCOUNTABILITIES	KEY ACTIVITIES
<b>Competency Training</b>	<ul style="list-style-type: none"> <li>Attend two half-day facilitator trainings at Tautoko Mai</li> <li>Attend full-day Understanding Sexual Violence Workshop</li> <li>Complete an assessment and observation of session delivery</li> <li>Prior to assessment, facilitators are expected to have a competent understanding of sexual violence sector knowledge. Pre-training videos, webinars and articles will be provided to support you in achieving this.</li> <li>Complete further training as directed</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>Apply the principles of cultural confidence and safety</li> <li>Acknowledge the cultural and social differences of all young people, family/whānau, group members, individual clients, and colleagues.</li> <li>Display a commitment to keeping Te Tiriti o Waitangi alive by demonstrating knowledge and experience of:               <ol style="list-style-type: none"> <li>tikanga Māori</li> <li>equity issues for Māori</li> <li>the organisation's responsibilities under Te Tiriti o Waitangi</li> </ol> </li> <li>Acknowledge cultural differences by respecting spiritual beliefs, cultural practices, diversity of sexualities and gender and lifestyle choices</li> </ul>
<b>Programme Facilitation</b>	<ul style="list-style-type: none"> <li>Facilitators commit to delivering the modules, and the full 50-minute sessions where practical.</li> <li>Preparation for delivery is undertaken in partnership with the co-facilitator</li> <li>Sessions are delivered to students, group members and individuals to a high standard following the practice guidelines.</li> <li>Maintain quality client centred approach to engaging session audience.</li> <li>Work to promote positive connections with students, schools, agencies, peers and other services.</li> <li>De-brief on all sessions delivered with co-facilitator, other staff, manager and external groups as appropriate</li> </ul>
<b>Disclosures of harm</b>	<ul style="list-style-type: none"> <li>Disclosures will be managed, handled, and documented in line with the Tautoko Mai Protection Policy, school policies, agency policies and in line with Tautoko Mai reporting requirements</li> </ul>
<b>Professional development</b>	<p>Maintain professional practice by:</p> <ul style="list-style-type: none"> <li>Consistently acting in a professional manner</li> <li>Keeping up to date with the latest research in youth development and sexual violence</li> <li>Completing appropriate professional development updating knowledge to reflect best practice, and sharing knowledge with others</li> <li>Engaging in supervision</li> <li>Working with colleagues and Coordinator to explore practice and increase skill base</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Demonstrate good communication and listening skills.</li> <li>Function as an effective team member.</li> <li>Demonstrate a professional attitude with interactions with young people, whānau, school staff, group members, individual clients and other staff.</li> <li>Correct and pertinent information is passed on using correct channels.</li> <li>Maintain confidentiality.</li> <li>Recognise actual and potential conflict situations</li> </ul>

### Ngā Pūkenga | Key Competencies (Experience, Skills and Knowledge), and Qualifications

- Experience facilitating groups in an educational setting
- Knowledge of sexual violence and youth development in Aotearoa
- A skilled, dynamic, professional communicator, especially with young people
- An ability to work well within a team environment, with flexibility and adaptability
- Demonstrates an understanding of the needs and abilities of individuals with intellectual disabilities
- Knowledge and experience working within a Māori setting, including knowledge of Te Tiriti o Waitangi
- An understanding of trauma informed practice

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### Āhuatanga Whaiaro | Personal Attributes

- Passionate about ending sexual harm
- Alignment with the values and vision of Tautoko Mai
- Full drivers licence, with access to own vehicle, and easily able to navigate Tauranga City to ensure timely arrival at destination
- Absence of a criminal record
- Extremely organised, motivated and able to self-manage
- Alignment with the values and vision of Tautoko Mai

### On behalf of Tautoko Mai Sexual Harm Support:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_