

POSITION DESCRIPTION

TŪRANGA MAHI



Position Title Mahi	We Can Keep Safe Early Childhood Programme Presenter/Educator	Group Kāhui	Social Change and Prevention
Reports To Rangatira	Consent Education Manager	Location Tauranga Mahi	Tauranga Moana
Hours Haora Mahi	Casual as required	Staff Responsibilities Haepapa Mahi	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 deliver the We Can Keep Safe programme in early childhood centres working with young children 3-5 year olds. Positively promoting personal safety skills at an age-appropriate level, supporting teachers, caregivers and whanau to provide children with environments that keep them safe.

The programme teaches children, whanau and staff how to create safe environments, how to support children so they're less likely to be targeted for sexual abuse, and what to do if they suspect abuse, or a child discloses abuse.

You will be presenting an information session to caregivers/whanau followed by the five 'We Can Keep Safe' children's sessions using drama, games, songs, role-playing, storytelling, and puppetry. You will support children to learn the following personal safety skills in a context of learning about general safety:

- assertion about the ownership of their bodies
- simple touching rules for private parts
- distinguishing secrets and surprises
- differentiating good feelings from not good or mixed feelings, and
- keeping telling until an adult listens if something is not okay.

The programme has been delivered successfully in Auckland since 1995 and Tautoko Mai will pilot the programme in Tauranga Early Childhood Centres during Term Three 2024.

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
<i>Early childhood Education</i>	<ul style="list-style-type: none"> Delivering the 5-session programme to Early Childhood Centres on an 'as-needed' basis Facilitating the whanau/caregiver/staff session prior to delivery of the programme Monitor and manage the classroom environment in ECE
<i>Cultural safety</i>	<ul style="list-style-type: none"> Integrate the principles of the Treaty of Waitangi in all aspects of the role. Acknowledge the cultural and social differences of all young people, family/whanau and colleagues. Seek guidance and advice if unsure about cultural practice
<i>Performance/Facilitation</i>	<ul style="list-style-type: none"> Demonstrate strong performance skills suitable to 3–5-year-old Tamariki; confidence in storytelling, singing, role playing, puppetry and voice and movement skills Ability and confidence to sing in front of others Care of, and respect for, maintaining props and module resources Commit to delivering full module of five-sessions and parent evening with each ECE Sufficient preparation to deliver the programme with confidence Self-reflection and/debrief with manager/colleagues to support ongoing professional and programme development
<i>Supervision and Training</i>	<ul style="list-style-type: none"> Commit to attending entire training programme which will include spending one-two days in Auckland over an initial seven-week training period Attend regular professional supervision as directed Engage in on-going professional development as directed Attend relevant internal and external training and workshops Motivation to engage in independent training and practice development
<i>Sexual violence knowledge</i>	<ul style="list-style-type: none"> Prior expert sexual knowledge isn't required, as it will be part of the comprehensive training, but a passion for ending sexual violence, and an ability to learn and work empathetically in this space is essential. Following training demonstrate ability to speak to why sexual violence exists in our society, how it is perpetuated and actions we can do to reduce risk of sexual harm, including the ability to answer questions confidently and factually Following training demonstrate knowledge and confidence of how to handle disclosures of sexual abuse. Manage and document disclosures in line with the Tautoko Mai child Protection Policy, ECE policies and in line with Tautoko Mai reporting requirements
<i>Health & Safety</i>	<ul style="list-style-type: none"> Abide by Tautoko Mai Health & Safety procedures and policies
<i>Self-management</i>	<ul style="list-style-type: none"> Ability to self-manage and work independently Strong time management skills Ensure timeliness with preparation and presenting at ECE

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

- Proven experience working in Early Childhood Centres is preferred
- An affinity with preschool aged children and an ability to communicate with them at their level
- An ability to communicate and liaise with whanau/caregivers and teachers
- Strong listening skills
- Ability to communicate effectively, and with sensitivity, to a wide range of people with varying needs
- Knowledge and use of tikanga and te reo Māori, and ability to conduct oneself appropriately within a multi-cultural context
- A sound knowledge and understanding of Te Tiriti o Waitangi, cultural responsiveness and an appreciation of indigenous worldviews
- Computer literate with emails, invoicing, calendars

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Āhuatanga Whaiaro | Personal Attributes

- Passionate about keeping our Tamariki safe
- 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
- Positive attitude towards continuous learning
- An understanding or willingness to learn about trauma and violence informed practice

On behalf of Tautoko Mai Sexual Harm Support:

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____