**Whanau Worker Job Description**

**Purpose of the role**

Counties Manukau Kindergarten association aims to develop community networks that are involved within their Kindergartens, for the purpose of advocating for positive change at an individual and community level by making Early Childhood Education more accessible for all whanau and less stigmatised for vulnerable children and their whanau. The purpose of the whanau worker role is to attract and coordinate all whanau within the Manukau/ Manurewa district, and to develop strategies to engage with children and families that are currently not participating regularly within an Early Childhood centre. The worker will have a sound knowledge and be able to access community resources and link the families within our local Kindergartens, to ensure the provision of quality services. The worker will stay connected to the families involved to ensure a seamless Kindergarten induction.

**Context:**

The whanau worker will develop and provide a welcoming approach to the Counties Manukau Kindergarten Association. To support the teachers to provide a service resource that is proactive towards Early Childhood Education and attached to tertiary networks for the whanau with in South Auckland. The role will be required to work in collaboration with Head teachers and the Play Truck Coordinators and supporting Managers, with the kindergartens and whanau, within Manukau/ Manurewa district.

**Key Tasks:**

Work within the local community to understand its needs and wishes and work with others to address these.

Have an excellent knowledge of the local community resources available.

Some knowledge of Early Childhood and the curriculum would be an advantage.

Network extensively in the local community to ensure the Kindergarten is well known and other agencies have confidence to refer to Counties Manukau Kindergarten Association.

**Required skills, experience and qualifications:**

 Previous experience in working with children and families is essential.

A knowledge of working within Pacific communities.

Extensive experience in local community networking and working cooperatively across sector that include education, health and social services.

Ability to demonstrate reflective practice skills.

A warm, engaging manner.

An ability to relate to diverse communities.

Proven experience following through to achieve outcomes for families

Proven experience of working autonomously, as well as being a member of a team and achieving results

**Key competencies**

 Problem solving - ability to identify problems and to develop and provide solutions logically,

involving others where appropriate.

 Flexibility - ability to adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.

Partnering with others – ability to engage in relationships in which individuals are able to make choices and take responsibility for their actions.

Quality focus – Commitment to achieving and maintaining quality standards which are relevant and positive first for the Kindergarten and the Counties Manukau Kindergarten Association.

Time management - Ability to manage time effectively in a constantly changing environment.

Autonomy - ability to accept responsibility for own work schedule and activities, and to make

decisions independently within the scope of their required outcomes.

Conflict resolution – ability to manage difficult situations with maturity and calm, seeking cooperating and resolution from the designated Head Teacher.

 Resilience – ability to remain calm and self-controlled under pressure, staying positive despite setbacks.

Composure – ability to manage personal emotions and handle all situations in an appropriate manner.

Discretion - commitment to maintaining the strictest confidentiality with all information that they are privy to within the relationship with the whanau and the Kindergarten.

Empowering others – creates and maintains an environment in which individuals can make choices and take responsibility for their actions.

Listening - ability to listen actively and attentively and have the patience to hear people out. Motivating others – ability to understanding people’s drivers as a basis for motivating them and creates a climate in which all people can do their best.

 Negotiation – demonstrates strong negotiation skills and the ability to achieve positive outcomes for the organisation and all parties involved.

Relationship management - ability to develop and maintain reciprocal working relationships with internal and external stakeholders.