



POSITION DESCRIPTION

Job title:	Family Pathway Centre Contractor
Responsible to:	National Practice Manager
Responsible for:	0 direct reports and 0 indirect reports
Contract purpose:	To promote father / child bonding by encouraging and supporting them to build a strong, healthy relationship with their child through learning and using parenting strategies. This is a contract position to cover weekend shifts at the Pathway Centre within the Invercargill or Christchurch Men’s Prison.
Financial responsibilities:	\$0 delegated level of authority

KEY RELATIONSHIPS

External:

- Prisoners, Tamariki, and their Whanau
- Prison staff

Internal:

- Pillars Staff, Contractors, and Volunteers

KEY RESULTS AREA

The position of Family Pathway Centre Contractor encompasses the following major functions:

1. Relationship Building and Connection
2. Quality Assurance
3. Administration
4. Other Duties and Compliance

Key Results Area	Jobholder is successful when
<p>1. Relationship Building and Connection</p> <ul style="list-style-type: none"> • Support families / whanau, encouraging strong, nurturing connections. Provide resources and inspiration to make visiting prison a positive experience for children and their fathers. 	<ul style="list-style-type: none"> • The environment is healthy, safe, supportive, and inclusive for families / whanau.

Key Results Area	Jobholder is successful when
<ul style="list-style-type: none"> ● Initiate contact with families / whanau and build relationships, using the six tohu whanau – known for promoting strong relationships between parents, whanau, and their Tamariki: <ul style="list-style-type: none"> ○ Love and warmth ○ Talking and listening ○ Guidance and understanding ○ Limits and boundaries ○ Consistency and consequences ○ A structured and secure world ● Build relationships with Prison staff, being the primary Family Pathway contact and ensuring the smooth operation of the service. ● Promote Pillars Ka Pou Whakahou, referring families and whanau. 	<ul style="list-style-type: none"> ● Positive relationships are fostered between Parents, Whanau, and their Tamariki. ● Increased awareness of Pillars Ka Pou Whakahou and their services.
<p>2. Quality Assurance</p> <ul style="list-style-type: none"> ● Provide high quality service delivery, having particular regard to: <ul style="list-style-type: none"> ○ The health and safety of family whanau visiting, including the cleanliness of toys, resources, and the Centre. ○ Remain impartial, confidential, and have high integrity. ○ Understand the rights and responsibilities of everyone. ○ Be aware of and maintain practice standards, identifying improvements where appropriate. ○ Carry out Health and Safety risk assessments. ○ Supporting other staff. ● Keep abreast of appropriate legislation and good practice requirements, ensuring these are adhered to within the Centre, with a particular focus on the Children of Prisoners Bill of Rights. 	<ul style="list-style-type: none"> ● The highest standards of care are implemented and achieved, in line with legislative requirements. ● Achieve the objectives and strategic direction set by Pillars Ka Pou Whakahou objectives. ● Work to the values of Pillars Ka Pou Whakahou and strong leadership within the Centre is provided.
<p>3. Administration</p> <ul style="list-style-type: none"> ● Participate in evaluations of the Pathway Centre. ● Provide weekly reporting to the Administrator, including the Attendance Register with narratives, Self-Referral forms, and Site Safety Check. 	<ul style="list-style-type: none"> ● Weekly reports are received by each Monday following working at the Prison.

Key Results Area	Jobholder is successful when
<ul style="list-style-type: none"> Have the Pathway Centre ready and open at the specified times. 	
<p>4. Other Duties and Compliance</p> <ul style="list-style-type: none"> Duties are not limited to those specified, so further tasks may be delegated on a project or ongoing basis. Comply with all Pillars policies and procedures, including Health and Safety and Code of Ethics, plus rules and procedures set by the Prison. Participate in monthly training and supervision. Attend monthly meetings as required by Pillars Ka Pou Whakahou. Be involved with new Pillars Ka Pou Whakahou staff orientation to Family Pathway Centre, as required. 	<ul style="list-style-type: none"> A proactive flexible approach is undertaken to achieve Family Pathway objectives. Awareness of Health and Safety requirements and procedures, reporting any accidents incidents or near misses. Responsible for own and team health and safety. Awareness and compliance with all Pillars policies, and those set out by the Prison. Positively present Pillars, promoting their vision, mission, and all values.

PERSON SPECIFICATION

Qualifications:

Essential	Desirable
	<ul style="list-style-type: none"> Tertiary level qualification relevant to youth and/or the social services sector.

Knowledge / Experience:

Essential	Desirable
<ul style="list-style-type: none"> Minimum 2 years' experience working in a social service or provider organisation. Working with vulnerable children and their whanau. Knowledge of and practice the Privacy Act 1993, and Children of Prisoners Bill of Rights. 	

Key Skills / Attributes / Job Specific Competencies:

Expert level	<ul style="list-style-type: none">• Relationship management• Self-starter (working independently)• Leadership• Team player• Empathetic• Collaborative• Interpersonal skills• Listening• Attention to detail• Resilient
Competent level	<ul style="list-style-type: none">• Cultural Awareness• Communication skills – oral and written• Computer literate• Highly organised• Self-awareness• Self-confident• “Charity heart” – Pillars relies heavily on volunteer contribution at all levels of the organisation.
Awareness	<ul style="list-style-type: none">• Criminal system