



## Early Start Project

PO BOX 21013, EDGEWARE, CHRISTCHURCH 8143, 136 HOLLY ROAD, ST ALBANS, CHRISTCHURCH 8014  
PHONE (03) 365 9087 • FAX (03) 365 9237 [www.earlystart.co.nz](http://www.earlystart.co.nz)

10<sup>th</sup> March 2016

Dear Applicant

Thank you for your recent enquiry regarding the position of fulltime Family Support Worker.

Enclosed please find the following:

- Fact sheet with information about the Early Start Project
- Job Description
- Position Application Form

The starting salary is \$43,427. The salary range for this position is \$43,427 to \$54,035.

If you are interested in this position, please return the fully completed application form, a recent CV along with a cover letter by **5pm on Wednesday 30<sup>th</sup> March 2016**.

The Early Start interview process comprises of 2 stages:

- 1) Pre-selection interview (½ hour)
- 2) Full Interview which includes a Practical test followed by a panel Interview (2 hours)

If you have any further questions, please contact me. I look forward to hearing from you.

Regards

Hildegard Grant and Jan Egan  
**GENERAL MANAGER**

# EARLY START FACT SHEET

## What is Early Start?

Early Start is a home-visiting service specifically designed to enroll families with newborn babies where adverse situations and destructive life habits negatively impact on the life chances of their children. The Early Start programme is designed to challenge these circumstances and to teach nurturing parenting practices enabling families to be the best parents they can be, thereby providing their children with a good childhood experience and giving them an optimum start in life.

## Why Early Start?

New Zealand newspapers, magazines, journals, TV and radio programmes tell us that many of our children are living in circumstances which increase the risks of exposure to abuse, neglect and poor child health. This information is supported by the Christchurch Health and Development Study which from 1977 studied the health and lifestyle experiences of 1200 Christchurch children over a period of 20 years. Its findings showed that the children most frequently identified as having multiple problems such as poor child health, mental health problems, drug and alcohol addictions and criminal behaviours are children who have been exposed to family-violence, drug and alcohol abuse, disrupted and disorganized living situations.

## Early Start Project Ltd Management:

The Early Start Project Ltd is a charitable company and is managed by a trust board comprising of a consortium of health providers.

- Canterbury Plunket,
- Emeritus Professor David Fergusson
- Christchurch Health & Development Study (Christchurch Medical School),
- Child Youth and Family,
- Pegasus Health,
- Maori Health Worker
- Business Advisor
- Registered psychologist.

## Project Funding:

Early Start Project Ltd is contracted to and is receiving funding from the Ministry of Social Development, Canterbury District Health Board, Department of Child Youth & Family and the Christchurch City Council.

## When & How Did The Service Begin?

- In December 1994 the Trust Bank Community Trust provided seeding funding to develop the Early Start Service.
- The Consortium formed early in 1995 and funding was secured from the Health Funding Agency, Community Funding Agency and the Christchurch City Council to pilot the service. Families were enrolled from October 1995
- In 1997 an 18-month evaluation of the Early Start service was completed and the published findings indicated that it was feasible to conduct a randomized research trial to test if New Zealand families would benefit from a home visiting service addressing identified family needs in a structured and systematized way using an intensive and long term approach.
- In 1998 the Government 'Strengthening Families' initiative provided funds for the service provision to the field trial, and this is in turn distributed under contract by the Department of Child Youth and Family and the Canterbury District Health Board.
- In 2001 Canterbury DHB provided funding to establish an Early Start Service

## Programme Content & Service Delivery:

Professionally qualified and well-supervised Family Support Workers (with small case loads) home visit client families and work intensively with families to address a variety of challenges and difficulties facing enrolled families. These can include: family disorganization, family violence, drug, alcohol and gambling addictions, the effects of poor financial management, poverty, poor parenting habits and life skill deficits. The worker acts as a mentor, teacher, role model and co-coordinator of services. All workers are expected to be respectful of difference and conduct themselves in a culturally appropriate and safe way. The service is free, voluntary and available to families for up to five years.

## Early Intervention, a wise and prudent Social Investment:

The Social cost of non-intervention is already reflected in our national statistics; (crime, child abuse, addiction, violence etc.). A growing and ever widening recognition supports the premise that early intervention programmes give New Zealand Tamariki (our Children) a good start in life and will over time preserve the heritage of this country.

## Early Start Project Ltd

**Title:** Family Support Worker (Parental Leave)

**Accountable To:** (a) **Clinical Supervisor for Clinical Practice & Professional needs**  
(b) **General Manager for all other matters**

**Job Summary:** Early Start is an early intervention programme designed to deliver home based family support to families with challenging life situations. The intention of the programme is to increase overall family functioning and parenting skills for enrolled families; reducing the risks of child abuse and neglect, compromised child and family health and poor social outcomes. The client group is sourced through the general population with the birth of a new baby using various referral agents. This service is delivered by a professionally trained work force.

The role of the family support worker is to deliver the Early Start Programme to enrolled families in a professional, sensitive and culturally appropriate manner.

### Major External Functional Relationships

- Plunket Canterbury
- Midwives
- Child Health & Development Study
- Pegasus Medical Group
- Strengthening Families Committees
- Iwi / Pacific Island Organisations
- Other Community groups & Health Professionals
- Department of Youth, Child and Family Services

### Internal Functional Relationships

- Office Manager
- Receptionist
- Early Start board members
- Other Early Start family support workers

### Essential Job Functions

1. To engage with the enrolled family and their wider networks in order to form a positive, trusting and respectful working partnership between the family and the FSW.
2. To take on the role and responsibility of primary/key worker. *(When another agency already fills that role, to share and closely liaise with that agency.)*
3. To deliver the Early Start programme which includes the following:
  - 3.1. To act as educator, role model and mentor to the family, to provide relevant information, support and resources as needed, and to promote and enhance the following:
    - A close & loving bond between mother/father and child or children;
    - Appropriate and adequate baby and child care;
    - Safe and nurturing home environment;
    - Compliance to Health monitoring;

- Adherence to treatment regimes
- Appropriate and nurturing parent-child interactions;
- Safe parenting practices;
- Healthy life style;
- Achievement of educational / life skill goals;
- Transition from benefit dependency to participation in the workforce.

3.2. To home visit and contact each family as prescribed by the programme.

3.3. To offer practical assistance to enrolled families as required, to intervene in crisis situations and to assist families to move from a crisis-dominated lifestyle to a life-style that demonstrates self-sufficiency and diminished crisis situations.

3.4. To develop and review an Individual Family Support Plan with the family on a regular basis.

3.5. To act as advocate to the family and to liaise with other involved agencies.

3.6 To develop, review and regularly update a care plan/treatment programme for each family and to ensure accurate and full documentation of all casework as required by the programme.

4. To ensure all information gathering systems are accurate and kept up to date.
5. To prepare for and attend clinical supervision as required by the programme to ensure safe clinical practice.
6. To attend and participate in staff meetings, peer support and in-service training. To keep abreast of new developments, to continue self-directed learning in order to enhance-, maintain- and develop competencies.
7. Uphold a clear line of accountability and responsibility to the clinical supervisor as to client progress.
8. Provide backup support to other team members if and when required.
9. Perform other related duties as assigned by the manager or employer where appropriate

#### **KEY RESULT AREAS:**

##### **KEY RESULT AREA 1:**

Family Engagement and client contact occurs as prescribed by the Early Start Service and is monitored effectively.

##### **KEY RESULT AREA 2:**

Early Start Goals, Guidelines, Procedures and Protocols are utilised when working with families.

##### **KEY RESULT AREA 3:**

Assist & support families/whanau to raise healthy, happy & thriving children in a nurturing family environment that leads to increased self sufficiency & diminished crisis situations.

##### **KEY RESULT AREA 4:**

All required documentation is completed accurately and on time.

##### **KEY RESULT AREA 5:**

Cultural Safety is demonstrated.

**KEY RESULT AREA 6:**

Advocacy for children.

**KEY RESULT AREA 7:**

Supervision & professional development opportunities are used effectively.

**KEY RESULT AREA 8:**

Positive Team Functioning.

**KEY RESULT AREA 9:**

Additional Duties

**Please refer to the Family Support Worker/Whanau Awhina Self Monitoring Handbook (Aug 2005) for specific indicators & measures.**

**PERSON SPECIFICATION****Essential Qualifications** *(One or more of the following)*

- Bachelor of Nursing, Comprehensive/General & Obstetric Nursing Registration.
- Bachelor of Social Work,
- Diploma in Social Work.
- Equivalent qualification/training in related fields such as Family Support, Psychology, Human / Child Development and Public Health.

**Desirable (not necessary) additional qualifications:**

- Recognised qualifications in Plunket Work, Midwifery, paediatric Nursing.
- Aotearoa New Zealand Association Social Work Certificate of competency.

**Essential minimum experience:**

A working experience in nursing, social work, or related areas. Home based family support / Community Support work a necessary advantage. Experience of working with clients with moderate to high levels of anti-social behaviours & maladaptive learning patterns.

**Desirable additional skills and knowledge:**

Adequate working knowledge in:

- The Treaty of Waitangi and bi-cultural issues
- Human growth and development with an emphasis of infant and child development.
- Sound knowledge of family dynamics and its generational effects.
- The dynamics of family conflict, child abuse and neglect, safety protocols relevant to children's safety and domestic violence issues.
- NZ Child Protection legislation
- Psychosocial difficulties e.g. addictive and offending behaviours, lack of social skills
- Skills in decision-making, conflict and crisis management.
- A reasonable working knowledge of Christchurch community services
- Psychologically able to work in stressful situations & physically fit, able to cope with moderate physical effort, e.g. prolonged standing, walking, occasional reaching, stooping, bending, kneeling or crouching. Able to lift & carry children up to 15kg.
- Excellent written and oral communication skills.

- A current full drivers Licence and a willingness to use own personal car for job related functions (approx. 5,000 kms per year)

**Desirable Professional Association Membership:**

(a) Current up to date membership in one of the following:

- NZ Nurses Association
- NZ Association of Social Workers
- NZ Association of Counsellors
- NZ Social Work Registration
- Or any other appropriate professional body

(b) Or be in the process of attaining membership of any of the above-mentioned associations.

**Equipment:**

1. A valid full driver's Licence
2. A car with a current registration, current warrant of fitness and adequate insurance. Vehicle must be able to accommodate recommended child restraints.
3. Home telephone.



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# POSITION APPLICATION FORM

Position Applied for: Fulltime Family Support Worker

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

## PERSONAL DETAILS

Name: \_\_\_\_\_  
(Surname) (First name)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
(Private) (Business) (Mobile)

Email: \_\_\_\_\_ Available start date: \_\_\_\_\_

**PLEASE** attach a copy of your covering letter and Curriculum Vitae (CV). If you do not have a CV please attach a summary of your experience: including things you have done (paid or unpaid) that may be relevant to the position.

## EDUCATION AND TRAINING

Qualifications completed:

Certificate/Degree/Diploma	School/College/University	Year Completed

Current study commitments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PRESENT EMPLOYMENT

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Present salary: \_\_\_\_\_

Position held: \_\_\_\_\_ Since: \_\_\_\_\_

Reason for wanting to leave (be specific): \_\_\_\_\_

\_\_\_\_\_

List of roles you held, duties performed, skills used or learned, advancements or promotions while you have been working in this organisation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PAST EMPLOYMENT

Include all positions held in the last 5 years, **beginning with the most recent**, including periods of unemployment, travel or fulltime study.

Company/Organisation	Position held	From	To

May we contact your current or most recent employer(s)?

YES

NO

Please provide contact details:

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

Relationship to you: \_\_\_\_\_

## REFEREES

Please list names and contact details of two people who can be contacted for a recent work reference. At least one should be a Supervisor, Team Leader or Manager whom you have worked for.

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_



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## HEALTH

In accordance with our requirements under the Accident Insurance Act, and the Health and Safety in Employment Act, and our desire to ensure our workplace is safe, please complete the following question.

Do you smoke tobacco?      **NO**      **YES**

Do you have any current condition, past medical history, or claims to ACC, which may affect your ability to effectively carry out the duties of the position held?

**NO**      **YES**      If yes, please attach details

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## LEGAL

As you are applying for a position that requires a high level of trust and confidence, please advise whether you have been convicted of any criminal offence, other than traffic offences, or are awaiting the hearing of criminal charges?

**NO**      **YES**      If yes, please attach details

“Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offence, type of offence, remoteness of the offence in time, and rehabilitation will be taken into account in determining the effect on suitability for this position.”

Are there any restrictions on your eligibility to work in New Zealand?

**NO**      **YES**      If yes, please attach details

Do you have a current full drivers license?

**NO**      **YES**      Number: \_\_\_\_\_

Early Start have made arrangements with Land Transport for regular audits of drivers license validity to ensure that only licensed drivers transport families and/or use lease vehicles. If you are successful in gaining employment with Early Start the drivers license information you supply will be used for this purpose.

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## DECLARATION

I \_\_\_\_\_ (*full name*) declare that to the best of my knowledge, the answers to the questions in this application and any other information supplied is correct & that I am able to fulfil the requirements of the job description and person specification as supplied to me. I understand that if any false, or deliberately misleading information is given, or any material fact omitted, my application may not be successful, or if I am subsequently employed, that I may be dismissed.

## PRIVACY ACT PROVISIONS

Under the provisions of the Privacy Act, I authorise Early Start to seek verbal or written information about me from my nominated referees (if given). I understand that the information received from the nominated referees by Early Start is supplied in confidence as evaluative material and, pursuant to the Privacy Act 1993, will be kept confidential.

If I am appointed to this position Early Start will retain my application form on my personnel file during the term of my employment & archive it for 7 years thereafter. If unsuccessful my application/interview material will be retained for 1 year and then destroyed, unless I request otherwise.

***PLEASE SIGN BELOW AS HAVING READ, UNDERSTOOD AND AGREED  
TO THE PROVISIONS OF THIS APPLICATION FORM.***

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

***Please attach documents to support your application.***