



POSITION DESCRIPTION

Position:	Residential & Community Advocate
Responsible to:	Centre Manager Kapiti Women's Centre
Accountable to:	Council (HUB) of the Kapiti Women's Health Collective Inc
Responsible for:	Day to day provision of Refuge services
Location:	Kapiti Women's Centre, 7 Ngahina Street Paraparaumu
Hours:	20 hours per week

The Kapiti Women's Centre (KWC) is a feminist organisation which promotes the physical, mental and spiritual wellbeing of women on the Kapiti Coast. We are a Collective and work based on consensus decision-making. KWC offers support, information and referral services, refuge, educational programmes, counselling and a range of other services. We are committed to removing any economic and social barrier that may otherwise prevent women from using these services. Most services are offered free or at very low cost.

The Refuge service has a staff of service coordinator, house worker and volunteers to staff the crisis line out of hours.

Purpose: The purpose of this position is to ensure that the practice of the advocate is in line with organisational policy and procedure. Outcomes for whanau are achieved through working alongside them and contributing to their whanau hauora

Sole discretionary matters:

Required duties as per position description

Facilitation of safety and/or case management plans pertaining directly to the clients.

Matters that require Centre manager approval:

Any matters that carry a cost

Any matters that are not normally required as per position description

Implementation of programmes, systems and structures that may alter day to day internal operations of the organisation

Key relationships include the following but are not exclusive to:

KWC Staff

KWC Council (HUB)

External agencies, Key stakeholders

Outcome required	Tasks to be completed
1.Practice of advocate is maintained to the highest possible standard	1.1 A paper trail exists for each whanau accessing service, detailing support requested and given, case management/ safety plan, etc. 1.2 Monitor the progress on clients by checking case management plans are completed and reviewed if necessary 1.3 Provide clients with advice and support in order to make informed decisions.
2.The Kawa of the Whare is maintained	2.1 – Weekly house meetings are held by advocates & recorded in the register, Issues or trends will be brought to the attention of the centre manager. - Detail will be recorded on individual files
	2.2 – Up hold and enforce the kawa of the Whare at all times
3. Community & Residential Whanau	Tasks to be completed
	3.1 Regular checks of whanau files are undertaken to ensure outcomes are being achieved
4.Administration	4.1 – Administrative duties and internal systems are adhered to and accurate records are kept in hard and electronic forms
5.Relationships are established and maintained	5.1- Actively participate in weekly meetings to deliver and receive information 5.2 – Develop an excellent understanding of the organisation in its entirety in order to deliver effective service 5.3 – Attend external clinical supervision monthly and record in file

	5.4 – Actively seek relationships and networks that would benefit Whanau 5.5 - Appropriate resources are identified that support Women’s Refuge abuse prevention policy and procedures. 5.6- Appropriate resources are distributed to whanau & networking meetings 5.7 - All public speaking must be carried out in consultation with the Centre manager
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Confidentiality: All employees are bound by a confidentiality policy that in effect produces a safety mechanism for all victims of violence and abuse that are accessing the services of the Kapiti Women’s Centre & Women’s Refuge. It is imperative that the policy is adhered to in order for those who are making the transition to live free from violence and abuse is secure within this. It is also imperative that correct procedures are used when it is absolutely necessary to share information. Any breach of confidentiality or misuse of information that is deemed detrimental to Whanau will result in serious misconduct and could lead to instant dismissal.

I _____ (Person’s Name) sign _____ (Signature) agreeing to this position description

(date)