

Whakaahuatanga Tūranga Mahi

Job Description



Position title	Practice Advisor Housing Social Worker
Division:	Blenheim
Location:	Blenheim
Responsible to:	Regional Manager Vanya Vitasovich
Date approved:	April 2026
Delegated authority	Nil
Staff responsibilities	Nil

Te Mīhana - The Mission

Christchurch Methodist Mission (CMM) is a social service agency of Te Hāhi Weteriana o Aotearoa with responsibility for services throughout Te Patiki Whakatekata o Waitaha (Canterbury Region), Te Tai Poutini (West Coast) and Te Tau Ihu (Marlborough Region).

The Christchurch Methodist Mission is committed to the 40-year bicultural journey of Te Hāhi Weteriana o Aotearoa and to its own journey towards becoming a Tiriti based organisation. The Mission's Strategic Plan states: "As citizens of Aotearoa/New Zealand we are guided in our mission by Te Tiriti o Waitangi, the covenant which laid the foundations of our life together." The Mission is committed to honouring Te Tiriti in its organisational approach, in its professional development of staff, and in the services that we provide.

Tō Matawhānui - Our Vision

A socially just and inclusive society in which all people flourish.

Tō Mātou Mīhana CMM - Our Mission

To promote and enhance the dignity of all people through:

- Providing compassionate care, support and empowerment of those most vulnerable in our community
- Building communities, neighbourhoods and a wider society that are fair and inclusive
- Challenging injustice and working for social transformation

'Cycles of Hope'

Christchurch Methodist Mission is committed to promoting 'cycles of hope' by actively addressing not only the effects, but also the causes of injustice and social and economic disadvantage.

Our Partnerships

We are committed to Te Tiriti o Waitangi in all our work and to working in partnership as Māori and Tauīwi.

Ngā Uaratanga - Values

- Tumanako (Hope)- Believing that change is possible
- Whakaute (Respect)- For people, and every person's unique value
- Hei kaikōrero mō te tika me te mana taurite (Social Justice)- Inequality, unfairness and exclusion will be challenged
- Ngākau pono (Integrity)- Actions speak louder than words

- Mahi tahi (Partnership)- Strength is found in cooperation.
- Whakamana (Empowerment)- Recognising and enhancing the mana in all people
- Whakakauka (Sustainability)- Responding to the challenges of climate change.

Te Kaupapa o Te Tūranga - Purpose of Position

The purpose of this position is to provide a range of social work support to clients of CMM’s housing services and supporting the leadership team with complex issues including family harm and be the child protection lead for the region.

The mahi is focused on supporting kaewa/clients to address the issues that have led to homelessness or housing insecurity in the past and building skills and resilience to sustain tenancies in the future so clients and tenants can provide a positive home environment for themselves and where applicable, their tamariki.

Alongside direct client mahi, the role acts as the regional child protection lead and supports the leadership team with complex issues, including family harm. It also provides practice leadership to the Blenheim team, mentoring staff, modelling best practice, and helping build a strong, capable workforce that consistently delivers high-quality, professional services.

He Noho Haepapa - Key Responsibilities

<p>Developing Relationships with Clients of CMM Housing</p>	<p>Build positive relationships with all clients to ensure they are comfortable to access support.</p>
<p>Social Work Support</p>	<p>CMM is committed to working bi-culturally, ensuring we manaaki (support, respect and care) our whānau in a way that empowers them and allows them to achieve mana motuhake (independence and self-determination). This will include:</p> <ul style="list-style-type: none"> • Supporting the leadership team to work through complex issues • Provide person/whānau led intensive case management • Being the family harm and child protection lead and Whāngaia representative for CMM • Support complex individuals/whānau through a case management approach, the goal of which is to help them achieve an optimum quality of life through developing plans, enhancing life skills, addressing health and mental health needs, engaging in meaningful activities and building social and community relations. • Demonstrate an understanding of relevant legislation, policies and systems which govern practice and performs any statutory duties with diligence and care • Adhere to the SWRB Code of Conduct and the professional Code of Ethics • Utilise a variety of social work practice methods, models and interventions whilst drawing upon a wider theoretical framework.
<p>Supporting CMM Housing clients</p>	<ul style="list-style-type: none"> • Undertake a thorough professional assessment/case consult of clients using Te Whare Tapa Whā as a foundational model of practice, identifying the issues that have led to the client being homeless • Implement client sessions to achieve plans, at home or in community settings • Refer clients, and where necessary advocate for client to receive services from external organisations, including WINZ, addiction and mental health services and/or other social service and health services • Support clients to set up their new home, including assisting with furniture and planning for moving.

<p>Teamwork</p>	<p>Work in collaboration with CMM kaimahi to support complex clients needs through:</p> <ul style="list-style-type: none"> • In consultation with the Regional Manager prioritise, plan and co-ordinate the social work functions of the team, including assisting with enquiries, intake and allocation procedures • Refer to, or provide home-based social work intervention • Work in conjunction with the leadership team to provide guidance and interventions and lead complex cases • Support clients to navigate government and non-government agencies, primary health services and education system • Respond appropriately as outlined in CMM’s Child Protection Policy to care and protection issues • Work with the Tenancy Managers to respond to client breaches of their tenancy agreement with education, resources and practical support.
<p>Staff Supervision and Practice Development</p>	<ul style="list-style-type: none"> • Supervise the performance of social workers and feed back to the responsible Team Leader • Induct and mentor/train social workers • Communicate to Social Workers clear expectations and standards of practice • Develop and support cultural competence and service delivery in a bicultural context • Encourage and develop a high standard of assessment, goal setting and case note writing • Ensure performance development processes are in place including the identification of appropriate training for social workers, community workers and support workers • Coach and build skills of the team.
<p>Support and Mentoring</p>	<ul style="list-style-type: none"> • Co-work with relevant staff as part of their induction into the organisation • Provide mentoring to all housing support workers, and other relevant workers within the team by consulting and assisting on complex cases, keeping the Regional Manager and Team Leaders up to date • Undertake case reviews as required by Team Leader or Regional Manager • Take responsibility for students on placement including workload management and undertaking practice assessment • Take part in recruitment of roles when requested.
<p>Inter-Agency and Complex Case Work</p>	<ul style="list-style-type: none"> • Develop and maintain strategic alliances with other organisations including hapu, iwi and other kaupapa Māori organisations supporting whānau in our communities • Provide case management in collaboration with the client / whānau and other professionals • Manage complex and crisis situations particularly high-risk cases • Coordinate and facilitate multi-disciplinary meetings of professionals and ensure a multi-agency approach to supporting clients • Present to external organisations and community groups to showcase successes, highlight system and policy gaps, and influence collective action and review • Share your knowledge with your Housing Team members to build the collective knowledge and wisdom of the team and to contribute to the overall development of the service.

Administration, Monitoring and Practise Standards	<ul style="list-style-type: none"> • Adhere to the Methodist Mission’s values statement, strategic plan and Code of Conduct • Complete in a timely manner all Occupational Health and Safety and administration and recording processes • Adhere to best practise standards, including using existing professional practice tools and code of ethics • Undertake professional development, supervision and training as agreed, and maintain registration as a Social Worker.
Health and Safety	<ul style="list-style-type: none"> • Adhere to all company health and safety policies, procedures, and relevant legislation • Take reasonable care for personal health and safety and that of others who may be affected by your actions • Promptly report any hazards, incidents, or near misses to the appropriate person • Participate in any health and safety training or initiatives as required.
General	<p>It is expected that all staff employed by CMM will:</p> <ul style="list-style-type: none"> • Adhere to the CMM values statement, Strategic Plan, Code of Conduct and Health and Safety requirements. • Actively participate in team meetings and other CMM meetings, where possible. • Demonstrate commitment to CMM’s bi-cultural journey. • Undertake professional development, supervision and training as required and agreed. • Any other tasks reasonably requested.

He Mātauranga / He Wheako - Learning and Experience

Ngā Pūkenga Mātua - Essential Skills	Ngā Pūkenga Mariu – Desirable Skills
<ul style="list-style-type: none"> • Social Work Registration, with 5+ years experience • Experience in social support work with either families or adults with either addiction issues or mental illness • Experience working with whānau experiencing family harm • Proven ability to undertake strength-based engagement and planning with clients • Sound administrative and computer skills (MSWord, Email, and Database applications) • An understanding of the relevance of the Te Tiriti o Waitangi to the services offered by CMM, the impact of colonisation for Māori and a commitment to honouring/giving effect to Te Tiriti o Waitangi in all practice • Ability to self-manage and priorities work in a structured manner • A clean, current drivers licence. 	<ul style="list-style-type: none"> • Experience in working with Community, Iwi/Māori and Pacific peoples organisations • Experience in working with people from diverse cultural backgrounds, in particular Māori and Pacific Peoples and in facilitating and negotiating culturally relevant decision making • Sound knowledge of the Vulnerable Children’s Act 2014.

He Tangata Paearu - Person Specification

- A compassionate and approachable demeanour
- Strong problem-solving skills and the ability to remain calm in emergencies
- Excellent communication skills and the ability to document information accurately and in a timely manner
- Ability to manage stress and take an active responsibility for your own wellbeing and recovery
- Positive, compassionate, and non-judgmental approach.

Ngā Kawenga Mātua - Key Relationships

He Honongā-ā-Roto - Internal	He Honongā-ā-Waho - External
<ul style="list-style-type: none">• Staff of the wider Christchurch Methodist Mission• Executive Director• Divisional Managers• CMM Board.• CMM Team Leader• Blenheim Housing teams	<ul style="list-style-type: none">• Ministry of Social Development• Community Organisations• Government Organisations (Police, Kāinga Ora, MSD etc)• Health Providers (GP's, Mental Health, Recovery services etc).

Ngā Ringa Rehe - Organisational Competencies

Competencies describe behaviour that reflects underlying skills, knowledge, attitudes and personal qualities required to perform a job satisfactorily. The competencies required for this job are outlined below.

Commitment to the service - promotes high quality care for service users. Demonstrates a commitment to understanding and meeting service users expectations and delivering a high-quality service. Sensitive to the needs, concerns and prospective of service users.

Building relationships - The ability to interact with and develop effective working relationships with a wide range of people of different types and in different situations. This includes establishing formal and informal working relationships

Team work- commitment and support for the work of the team. Pools ideas and builds on the contributions of other team members. Demonstrates an ability and willingness to work with other professional staff from other professions e.g. social workers, teachers, advisors, clinical staff, community workers etc.

Flexibility - Able to adapt to a variety of situations, understanding and appreciating different and opposing perspectives of a situation. Open minded and flexible in dealing with circumstances as they arise. The ability to think about a situation, issue or process in new or varying ways and to generate new ideas. This includes the willingness to seek out and implement better ways of doing things and to embrace change.

Planning and organising - ability to identify objectives and develop effective action plans to achieve them. High level of initiative and self-management. Excellent time management skills and ability to respond to demanding timelines. Results focused and ability to deliver on commitments.

Managing Personal Responsibilities – upholds personal, professional, and ethical conduct. Demonstrate ethical practice and the maintenance of professional boundaries. Knowledge and commitment to the principles of EEO and Health and Safety policies and procedures.

Managing Information and Uses Technology - managing information effectively, and using information technology to be efficient, productive, and to deliver a high standard of service

Cultural Responsiveness - The ability and desire to show cultural sensitivity, awareness and understanding of diversity. This includes reinforcing culturally sensitive behaviour, being responsive to Māori and other cultural groups. Ability to work within diverse cultural settings.

Signed _____

Kaimahi - Employee

Date: ____/____/____

Signed _____

Christchurch Methodist Mission - Employer

Date: ____/____/____