

Role: Parenting Through Separation Facilitator

Position Purpose The Parenting through Separation Facilitator is accountable for promoting and facilitating the delivery of the Parenting through Separation programme to meet Department of Justice contracted service specifications and ensure the desired outcomes of the programme are met. The position reports to the PTS Coordinator



Accountabilities	Outcomes
<ul style="list-style-type: none"> • Liaise with PTS coordinator to contribute to development of Parenting Through Separation (PTS) programme schedules • Assist PTS coordinator select venues • Assist with promotion of Parenting Through Separation programme • Plan and deliver Parenting Through Separation programme • Complete all administrative and Plunket and Ministry of Justice reporting requirements • Actively participate in Professional Development • Mentor new Parenting Through Separation Presenters as required 	<ul style="list-style-type: none"> • Parenting Through Separation schedules are developed • Networks are built with local Family Dispute and Resolution and Family Legal Advice Service Providers and other potential referrers (including Plunket) • PTS schedules and upcoming programmes are promoted through all available channels • Using the PTS facilitator’s kit, programmes are planned and delivered which: <ul style="list-style-type: none"> ○ Take into account the cultural and social identify of the people taking part ○ Covers all the material for the six topics provided in the kit over four hours and which present the content in an engaging way, with facilitated discussion, questions answered and where parents are supported to put their children’s interests first ○ Inform participants of other support and resources available to them ○ Meet the needs of the client group ○ Meet the desired outcomes of the programme (parents are better equipped to manage positive co-parenting, children’s exposure to parental disputes are reduced and parents have a better understanding of Family Justice Processes). • Programme participants learn in accessible and safe and healthy venues • Ministry of Justice RMS reporting requirements are met: <ul style="list-style-type: none"> ○ Participant ID sighted and confirmation entered in RMS ○ Participant attendance data is entered in RMS at immediate completion ○ Participant certificates are issued at the final session within three days of their successfully completing the programme and if this is not possible, liaise with the coordinator to resolve. • Client records are stored confidentially according to Plunket policy • Facilitator programme expenses claims – including travel expenses – are submitted each month to the PTS coordinator • Plunket policies are provided • Accurate information is provided to the PTS Coordinator to support submission of quarterly reports to the Ministry of Justice (5 October, 5 January, 5 April and 5 July). • All required professional development – Plunket and Ministry of Justice - is attended. • New PTS facilitators are supported • PTS facilitators are up-to-date on the latest research and best practice concerning separated families.

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Person Specification

Background / Experience

- Facilitation experience and knowledge of group dynamics
- An understanding of childhood development and behaviour
- Experience working with parents from a wide range of backgrounds.
- An understanding and commitment to The Treaty of Waitangi
- Relationship building experience both within organisations and collaborative
- A focus on quality, continuous improvement and excellence

Skills

- Able to work respectfully with the wide range of parenting values, beliefs and practices
- Able to communicate clearly, making use of different communication channels
- Able to self manage, and have the flexibility to respond to and prioritise work as required
- Be proactive and willing to seek wider input from available collective experience and skills
- Able to engage and think at a broad level to explore and understand trends, opportunities and risks

Ability

Plunket's behavioural competency model is made up of three dimensions of personal behaviour – Adaptability, Connection to Plunket and Emotional Maturity.

Adaptability

a) Thinking

- Is comfortable with complexity and can think beyond the operational
- Can look beyond face value to see possibilities from different angles and viewpoints
- Keeps perspective
- Accepts and able to work with ambiguity and change

b) Interpersonal

- Is committed and capable of initiating and broadening professional and social networks
- Holds courage to face and deal with difficult people and issues

Connection to Plunket's Direction

- Has a high level of energy and commitment to achieving Plunket's vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice

Emotional Maturity

- Is non-reactive and objective
- Understands the degree of influence in their role
- Understands own limitations