

## **HFVIN - Integrated Safety Response (ISR) Co-ordinator**

### **Hauraki**

#### **37.5 hours (part time options available)**

The Waikato Integrated Safety Response is a joined up/collaborative approach that mobilizes resources to ensure police reported incidents of family violence are followed up by approved ISR community response agencies across Waikato.

The Eastern Hub Collective is made up of 5 agencies working collaboratively within the Hauraki Region to ensure whanau receive a timely response, information and support to engage with service options that they might choose to accept.

The role of the HFVIN-ISR Co-ordinator is to provide co-ordination, administration and oversight of the Integrated Safety Response Service on behalf of the Eastern Hub Collective. The role works as a part of the HFVIN Team, contributing to a range of network activities and priorities focused on reducing the incidence of family violence in Hauraki.

As the HFVIN - ISR Co-ordinator your core responsibilities will be:

- Referral management and coordination
- Central point of contact
- Building and maintain positive working relationships across the network
- Monitoring service delivery quality and compliance
- Identifying, promoting and implement quality improvement initiatives
- Supporting training and education efforts that enhance members ability to deliver quality family violence supports
- Gathering data/statistics for analysis and reporting as required
- Working as part of the HFVIN/CAPS teams to meet the needs of the community we serve
- Supporting and promoting the purpose, vision and values of HFVIN at all time

The key skills required for this role are:

- A relevant tertiary qualification and/or extensive job related experience
- Advanced understanding around the dynamics, impact and prevention of family violence
- The ability to establish and maintain positive working relationships with key stakeholders
- Ability to review case files checking for accuracy, compliance with process and quality of service delivery
- Ability to provide non-judgmental and constructive feedback
- Excellent coordination and collaborative skills
- Excellent verbal and written communication skills
- Ability to work autonomously
- Attention to detail and accuracy around data entry and statistical analysis and reporting
- Excellent time management and organisational skills
- Ability to facilitate collaborative projects

- A working knowledge of relevant legislation
- Knowledge of tikanga Maori that is consistent with local tikanga and kawa
- Creativity, initiative, good judgement and flexibility
- A good sense of humour and commitment to safe, respectful and peaceful relationships in Hauraki / Coromandel.
- You will be required to undergo and pass relevant NZ Police vetting as per the Vulnerable children's Act

**Applicants must:**

- Have a full and clean N.Z. Drivers license
- Pass a Police Vetting Safety Check as required under the Children's Act 2014.

CAPS Hauraki offer a competitive salary package and a supportive team environment. Check out our website [www.capshauraki.co.nz](http://www.capshauraki.co.nz) to see the range of services you could be part of should you choose to join our dedicated, professional and fun-loving team

**TO APPLY and for a job description please visit our website.**

<http://www.capshauraki.co.nz/vacancies.html>