



Abuse in Care

Royal Commission of Inquiry

Wellbeing Advisor

The Royal Commission of Inquiry into Abuse in Care and Faith based Institutions was established in February 2018. The Inquiry will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse. The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Treaty Engagement team bring a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.

Our vision

Transforming the way, we, as a nation, care for children, young people and vulnerable adults in our communities.

Our values



Fairness and balance



Independence and determination



Transparency



Aroha

To learn more about the Royal Commission visit www.abuseincare.org.nz

Role details

Business unit	Survivor Accounts	Directorate	Survivor Accounts, Research, Policy and Investigations
Reports to	Wellbeing Manager	Location	Auckland / Wellington

Survivor Accounts Business Unit

The Survivor Accounts team look after the full survivor journey from the time they have first contact with the Commission and throughout their journey with the Commission. This Survivor Account team includes our Contact and Support Centre, Private Sessions and Wellbeing team.

What you'll do

The role is part of the Wellbeing Team which sits in the Survivor Accounts team. The Wellbeing Advisor will provide trauma informed clinical wellbeing support to staff and survivors who engage with the Royal Commission.

The Wellbeing Advisor plays a key role in ensuring the appropriate clinical wellbeing support is provided to all survivors who engage with the Royal Commission as well as insuring appropriate wellbeing support is offered to staff working within the Commission.

Accountabilities	Responsibilities
Wellbeing Support for Survivors	<ul style="list-style-type: none"> ▪ Apply a trauma informed wellbeing approach to all survivors ▪ Provide screening assessment and referrals to appropriate health professions as required ▪ Develop wrap-around care packages for survivors as they prepare for private sessions, written accounts and public hearings ▪ Implement wellbeing support in collaboration with survivors following their account
Wellbeing Support for staff	<ul style="list-style-type: none"> ▪ Manage staff supervision and the coordination of wellbeing support for staff ▪ Provide support to leaders around wellbeing initiatives ▪ Peer supervision for staff as required ▪ Develop and implement RC wellbeing programme
Case Management	<ul style="list-style-type: none"> ▪ Liaise with, and be part of a clinical multi-disciplinary team in delivering fit for purpose outcomes for survivors as required ▪ Ability to facilitate the appropriate crisis management support ▪ Stakeholder relationship management with external wellbeing providers ▪ Support and advise the Contact and Support Centre on interactions with survivors ▪ Provide clinical oversight in complex case management as required
General Support	<ul style="list-style-type: none"> ▪ Reporting of themes and establishing mechanisms to address these ▪ Providing day to day operational support to business units and leaders to embed the Royal Commission wellbeing programme and collaboratively deliver on the Survivor Accounts workplan ▪ Keep survivor notes in CRM updated immediately after interactions with survivors and/or others ▪ All other duties as required
Scope of Practice	<ul style="list-style-type: none"> ▪ Understand the important of professional boundaries ▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct
Risk Management	<ul style="list-style-type: none"> ▪ Wellbeing, screening and risk assessment to survivors ▪ Comply with specific legislative requirements, adhere to the Royal Commission's policies and procedures, and report or escalate risks, issues and events
Health and Safety	<ul style="list-style-type: none"> ▪ Take reasonable care for their own health and safety ▪ Take reasonable care that they do not adversely affect the health and safety of other people ▪ Co-operate with any reasonable workplace policy or procedure that has been communicated ▪ Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations
Travel	Frequent travel throughout New Zealand will be required in this role.
Variations to Duties	Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position.

	Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.
Inclusion and Diversity	<p>Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQ+, and disabled communities.</p> <p>Your work life balance is important to us. We acknowledge that non-standard working practices can often be a preferable way for people to work to help them maintain a healthy work-life balance. We will proactively work with you to make your flexible working arrangement work where possible.</p>

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ Registered mental health professional ▪ Current practicing certificate
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ Membership with relevant professional association required ▪ Experience working in and knowledge of culturally diverse environments ▪ Experience working with trauma ▪ Experience in complex case management ▪ The role of the public service, the machinery of government and the independent role of a Royal Commission. ▪ All aspects of communications including written, verbal and relationship management. ▪ Experience and good understanding of mental wellbeing

Role dimensions

Reports

Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil

Key relationships

Internal	<ul style="list-style-type: none">Wellbeing ManagerOther colleagues within the Survivor Accounts business unitOther Royal Commission employees	External	<ul style="list-style-type: none">Statutory bodies and other agencies associated with the Royal CommissionSurvivorsAllied health practitionersNGOs and community support services
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Your success profile for this role

At the Royal Commission, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

Last reviewed

June 2020