

Donna Allen

DRAFT

OPERATIONS SUPPORT SOCIAL WORKER

KEY TASKS

- Meeting parents and children prior to and after interviews.
- Taking care of parents whilst interview is proceeding.
- Reviewing tapes with parents, post interview, as required.
- Being contact person for liaison Social Worker and prosecution support Social Worker and Evidential Interviewers.
- Arranging appointments for interviews in liaison with the Police and Evidential Interviewers.
- Support and liaison for parents and children on the waiting list.
- Collecting statistical and demographic information relating to disseminating referrals of the creche enquiry.

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COUNSELLING SUPPORT CO-ORDINATOR

KEY TASKS

- To arrange Social Work contact with all families who have been contacted by the City Council.
- To ensure that families and children are provided with appropriate counselling.
- To ensure that families and children are interviewed as required. **Donna**
- To ensure that Police, Social Welfare and City Council are regularly updated.
- Identify all people/families who made contact with the Police, Specialist Services or Christchurch City Council, seeking assistance in relation to the creche investigation.
- Identify those families not involved in the prosecution process and then make contact with them to ensure:
 - a) that their counselling or therapy needs are being met;
 - b) arrange suitable counselling or therapy as required;
 - c) document all counselling/therapy being undertaken or arranged.
- Provide assistance and advise over funding sources for families in need of counselling or therapy.
- Establish liaison with counsellors and therapists being used for creche referrals to ensure that children directed to therapy are referred back to Specialist Services for evidential interviews if and when appropriate.
- Maintain close liaison with Police investigators, Specialist Services Interviewers, Prosecution Support Social Worker, and Operations Support Social Worker.

- Prepare a register that will show the details of all families who made contact seeking assistance and showing:
 - a) what agency they made contact with and when;
 - b) what assistance was sought;
 - c) what counselling/therapy was provided and by whom;
 - d) whether their child/children were interviewed by Specialist Services staff and how many interviews were undertaken;
 - e) identify which children give evidence in any criminal prosecution resulting from the creche investigation;
 - f) identify funding sources for counselling or therapy referrals;
 - g) identify any complaints made by families.

- Prior to completion of role, furnish a detailed report setting out a breakdown of the information collated and submit to Manager, Specialist Services, Department of Social Welfare, Christchurch.

ACCOUNTABILITY

Directly responsible to Manager, Specialist Services

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Jan Galanders

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PROSECUTION SUPPORT SOCIAL WORKER

KEY TASKS

- To establish the families and children who are to proceed through deposition and subsequent hearing.
- To ensure all social work support is provided for children and families involved.
- To liaise with Police regarding nature of charges to be laid and progress of case.
- To prepare families and children for Court process.
- To provide a continuing back up support and counselling role for parents and children.
- To ensure that ACC counselling is provided for children and families.
- To prepare victim impact statements as required.
- Establish and maintain close liaison with Police investigating staff and interviewers from Specialist Services Unit.
- Identify those children who are to be witnesses in criminal proceedings resulting from the creche investigation.
- Establish and maintain close support with those child witnesses and their families to ensure that:
 - a) appropriate counselling or therapy is provided for the child and family members as required;
 - b) appropriate funding for provision of appropriate levels of counselling or therapy provided;
 - c) a close social work rapport is established with the child witness and family.
- To assist in preparing the child witness for giving of evidence in the Court.

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- To provide assistance and support to child witnesses and their families during the Court hearings and to provide follow up support subsequent to Court hearings.
- To maintain liaison with counsellors and therapists working with child witnesses, to assist in resolving of fears and problems and to co-ordinate the preparation of victim impact statements.
- To maintain liaison with Counselling Support Co-ordinator and Operations Support Social Worker.