

Position Description

Peer Support Specialist | Tautoko-a-aropā

Reports to Clinical Manager, AODTC

Service/Team Alcohol and Other Drugs Treatment Court (AODTC)

About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We provide effective, evidence-based services that support wellbeing. We do this in partnership with tāngata whai ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest and feel hopeful about their future. Our services encourage stronger connections with friends and whānau and enable meaningful participation in the community.

Our pillars – whakawhirinaki | trust, pono | honesty, haepapa | responsibility, matapōpore | concern, and aroha | love – are the foundation of our work, guiding how we work together and with others.

Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia

Tuia te muka tangata ki te pou tokomanawa

Ka tū mana motuhake, Ka noho herekore i ngā waranga me ngā wero nui o te ao.

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.

Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare haumarū, he whare tūmanako hoki e tīni ai te tangata, he wāhi whakaaroaro, he wāhi ako, he wāhi tūhono anō hoki, mei kore e puta tātou ki te wheiao, ki te ao mārāma.

We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future.

Position Purpose

- Support AODTC participants to become more active participants in their own recovery by providing supportive engagement and role modelling. This involves working alongside them, nurturing hope, personal power and inspiring them to move forward with their lives.
- Assist the AODTC team to deliver a high quality, culturally safe and responsive service to all stakeholders.

Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p>Service Delivery</p> <ul style="list-style-type: none"> • Provide support to AODTC participants and their family/whānau to help them achieve effective outcomes and satisfaction. This includes holding 1-2-1 peer support sessions. • Support consultations and liaison between participants and their family/whānau and contribute to planning appropriate support interventions. This includes assisting participants to develop their own natural support networks. • Participate in the education and follow-up of participants and family/whānau and relevant others regarding his/her support plan, this includes supporting participants' engagement with appropriate external agencies, including judges, legal counsel, police and other AOD providers. • Participate in group facilitation as directed by the line manager. • Follow organisational processes to identify and minimise risk and liaise with or escalate to senior staff as appropriate. • Be aware of when and how to seek assistance for tasks that are outside scope of experience or knowledge level. • Actively engage in personal recovery and demonstrate respect for the recovery journey of others. • Record all tāngata whai ora/rangatahi contacts, including case notes and reviews, and input into the Odyssey client database (Recordbase). 	<ul style="list-style-type: none"> • Participants and family/whānau express satisfaction with support provided. • Line manager is satisfied with the education, follow up and support provided to participants and their whānau. • Line manager is satisfied with levels of involvement in planning meetings and group facilitation. • Risks are identified and reported in a timely manner to senior staff as per organisational policy and procedures. • Colleagues' express satisfaction with level of cooperation and collaboration provided. • Line manager expresses satisfaction of level of autonomy demonstrated, professional standards maintained and role modelling of recovery and resilience principles. • Other external stakeholders express satisfaction with inputs and support provided. • Information entered into Recordbase is accurate, timely and meets all case note writing policy, procedural and privacy act/confidentiality requirements; Recordbase case reviews are kept up to date.

Area of Responsibility	Performance Measures
<p>Health and Safety</p> <ul style="list-style-type: none"> Identify and act on any potential risks to self or others, including tāngata whai ora, whānau and/or other kaimahi. Be familiar with and abide by the organisation’s health and safety policies and reporting procedures, ensuring others do the same as required. Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. <p>Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> Demonstrate knowledge and understanding of Te Tiriti o Waitangi and its application in this role. <p>Professional Development</p> <ul style="list-style-type: none"> Be proactive in own professional development. Attend relevant organisational trainings as required. <p>General</p> <ul style="list-style-type: none"> Work cooperatively with colleagues and contribute actively to team meetings. Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role. 	<ul style="list-style-type: none"> Risks (including Health and Safety, compliance and maintenance) are identified and reported. Plans are put in place to resolve and/or mitigate potential problems as required Issues are escalated to relevant manager as required. Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant. Follows correct protocols when using safety equipment. Workplace hazards are identified and plans are put in place to reduce /eliminate these, or the matter is escalated to the relevant authority. <ul style="list-style-type: none"> Actions show knowledge and ability to apply the principle of Te Tiriti in the delivery of role. <ul style="list-style-type: none"> Has an individual development plan which is implemented. Attends organisational training required for role. <ul style="list-style-type: none"> Regular attendance at team meetings and makes useful contributions. Work is undertaken and completed. Commitment and flexibility are demonstrated.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Clinical Manager/members of the AODTC team • Operations Manager – Specialist Services • Lived Experience Lead • Other Odyssey kaimahi 	<ul style="list-style-type: none"> • AODTC participants and their family/whānau • Wider AODTC stakeholders e.g. judges, police, defence counsel, Community Probation Service • AOD Treatment Court coordinators, judicial officers, Criminal Court registry staff

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • 1-2 year's relevant experience, including experience working in a peer-based position • Lived experience of alcohol and/or other drug use abuse or mental health challenges • Experience of working in the social services, addictions and/or mental health sectors • Experience of the justice/court system • Demonstrated awareness/self-reflections of recovery journey and strategies for maintaining resilience and wellness • Knowledge of te reo/ tikanga Māori • Knowledge of the customs and culture of Pacific peoples • Demonstrated understanding of the principles of Te Tiriti o Waitangi and its application to this role • Understanding of and interest in Odyssey's work • Proven expertise in using Microsoft suite applications • Full current NZ drivers license • Peer Support (Level 3) training qualification is desirable
Skills and Abilities
<ul style="list-style-type: none"> • Ability to positively role model lived experience and recovery • Demonstrated ability to mutually share and learn as the basis of building a peer relationship • Ability to create peer relationships based on an equal power dynamic • People focused and strong influencing, interpersonal and communication skills • Ability to establish and maintain effective relationships with a range of stakeholders • Ability to work under pressure, complete work on time and to a good standard • Ability to work with limited supervision • Demonstrated awareness of diverse cultures, identities and experiences, including rainbow communities • Willingness to consider other viewpoints and adjust decisions as appropriate • Self-motivated, able to take the initiative and adapt decisions as appropriate • Ability to show discretion and tact • High regard for security and confidentiality, including client information • Fluency in English (written and spoken) • Ability to diffuse conflict • Demonstrated IT/word processing skills • Ability to acknowledge own limitations and be proactive with own self-development

Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

Whakawhirinaki Trust	Reliable and shows great integrity.
Pono Honesty	Transparency and openness underpin all actions.
Haepapa Responsibility	Achieves and surpasses goals.
Matapōpore Concern	Empathic and interested in the wellbeing of others.
Aroha Love	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with tāngata whai ora and whānau.