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| Position Title: | Interview Panellist |
| Reports to: | Lived Experience Lead  |
| Location: | 23 Union Street, Auckland CBD |
| Date Prepared: | 13/01/2021 |

***Our Mission:***

*Together we stand with those in desperate need.*

*We provide immediate relief and pathways to enable long term wellbeing.*

***Our Values are:***

* ***Manaakitanga***

 *Manaakitanga is behavior that acknowledges the mana of others as having equal or greater importance than one’s own, through the expression of aroha, hospitality, generosity and mutual respect.*

* ***Justice (Manatika)***

 *Committed to equity, and seeking dignity for all we will fearlessly advocate with and for those who are going without.*

* ***Partnership (Rangapū)***

 *Firstly, the Auckland City Mission recognises the principle of partnership within Te Tiriti O Waitangi.*

 *Secondly, our commitment to partnership stems from a belief that manaakitanga, equity and social justice need to be pursued both within partnerships and through them.*

 *For us partnership is characterised by mutual trust, integrity, respect, transparency and commitment.*

***Vision for Peer Support***

*The Auckland City Mission values the voice of lived experience which brings a commitment to the establishment of Peer Support to enhance the services we already provide.*

***Background:***

***Position Summary:***

*The role will be working under the principles of Peer/Tuākana Support Worker.*

• *Self-determination and equality*

*• Mutuality and empathy*

 *• Recovery and hope*

This role is to sit on the interview panels for Keyworker vacancies to partner in selecting idea keyworkers for the Auckland City Mission. This is a causal role that is required when the recruitment process are occurring.

**KEY RESULT AREAS**

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| **Key Result Area** | **Key Accountabilities** |
| Supporting Operations | Respond to Team Leader requests to join a recruitment process.Attend interviews and fully participate in the interview process i.e. contribute to the selection of interview questions, ask the applicant questions where appropriateContribute to the post interview conversations and decision to appoint.  |
| Professional Practice | Proactively participate in supervision monthly. Ensure that agreed actions are completed and that the concerns and issues are raised and dealt with in a professional manner. |
| Health & Safety | Maintain a safe and healthy work environment by role modelling and enforcing the ACM Health & Safety Plan and complying with all Mission safety procedures and complying with legal regulations.Ensure you understand and adhere to safety procedures including the use of radios, Solo Protect personal safety devices, panic alarms and appropriate use of security cameras and footage.Ensure that all incidents are reported as per the Incident Management Procedure, and are recorded, analysed, reviewed and action taken to mitigate risks.  |
| Being part of Auckland City Mission | Constructively participate as part of the recruitment panels, committed to maintaining a positive work environment with co-workers.Act in a professional manner at all times when engaging with co-workers, whanau and external stakeholders adhering to the ACM Code of Conduct and Ethics.Ensure that all relevant information is communicated to co-workers and the manager in a timely and professional manner.Attend and proactively participate in all meetings, training and team activities.From time to time, you may be required to perform other reasonable duties as requested by your manager.Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.Adhere to all ACM procedures, policies, guidelines.Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.Demonstrate a commitment to and respect of a Kaupapa Māori trauma informed environment.  |

**QUALIFICATIONS SKILLS & EXPERIENCE**

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| **Essential** | **Desirable**  |
| Knowledge and experience of working in a team Is able to engage with applicants supporting them to feel comfortable and welcomed.Has the ability to identify interview questions relevant to the keyworker role Has an understanding of Peer Support/Tuākana values and key messages  | Is competent in their experience of interview work Is confident in conversing with applicants to support them not to feel nervous.Can phrase the questions appropriately inline with the questioning style.Has completed Peer Support training  |

**KEY RELATIONSHIPS**

Internal Team Leaders/Kaiwhakahaere, Team Managers, People and Capabilities

Manager – Lived Experience Lead
All levels of Mission staff through to senior leaders

External Job applicants