



Position Description

Employment Specialist, E Ara E

Reports to Clinical Manager – E Ara E Service

Service/Team E Ara E – Rise Up!

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 Matakitea | 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 mārama.

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

Context

The E Ara E – Rise Up! Team is based on the Individual Placement Support (IPS) model. IPS is an evidence-based approach that supports people who experience a mild to moderate mental illness into employment and has been shown to be effective in a range of settings internationally.

This role will operate under the IPS principles for youth (rangatahi) aged between 18 to 24, delivering group-based motivational workshops and support into employment or training.

The IPS model is based upon eight principles:

1. Competitive employment is the primary goal
2. Everyone who wants it, is eligible for employment support
3. Job search is consistent with individual preferences
4. Job search is rapid, beginning within one month
5. Employment specialists and clinical teams work and are located together
6. Employment specialists develop relationships with employers based upon a person's work preferences
7. Support is time-unlimited and individualised to both the employer and the employee
8. Financial guidance – assistance is provided to help rangatahi understand how wages affect benefits, helping them manage their money

Position Purpose

- Work alongside team members to provide advice and assistance to help rangatahi find and stay in work. This includes:
 - Undertaking work assessments to match rangatahi to potential employment pathways and help develop individualised employment plans.
 - Delivering services that honours Te Tiriti O Waitangi and diversity.
 - Identifying potential barriers to employment for rangatahi and work to reduce these or pass information on to appropriate clinical staff.
- Promote the E Ara E services and maintain effective relationships with external agencies, including employment agencies, employers and referral partners.
- Build relationships with employers and hiring managers to create connections that will enable suitable work placements for rangatahi to be identified.

Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p>Service Delivery</p> <ul style="list-style-type: none"> • Supports the delivery of a meaningful service, working in partnership with rangatahi and their whānau. This involves: <ul style="list-style-type: none"> ○ Delivering a service that honours Te Tiriti o Waitangi and diversity and adheres to the principles of the IPS model to rangatahi and their whānau. ○ Ensuring screening tools are completed for each referral as appropriate. ○ Completing work assessment to match rangatahi to potential employers and help develop individual employment plans. ○ Working alongside other members of the team to facilitate groups (these consist of five one-hour group workshops covering tools and techniques). ○ Assist rangatahi and employers access appropriate funding to reduce barriers to employment. ○ Ensuring data/statistics needed for reporting purposes are maintained. ○ Facilitating whānau involvement or support as appropriate. ○ Attending regular meetings with Ministry of Development (MSD) staff. ○ Undertaking any administrative tasks necessary to fulfil the duties of the role. ○ Write up rangatahi clinical case notes and reviews, and input into the Odyssey client database (HCC). <p>Stakeholder Partnerships</p> <ul style="list-style-type: none"> • Coordinate partnerships with key stakeholders. This involves: <ul style="list-style-type: none"> ○ Liaising with and developing an effective employer network across the region. ○ Establishing and maintaining positive relationships with other providers and referral agencies. ○ Seeking and collating feedback from sector, rangatahi and whānau. ○ Delivering presentations to other agencies and any other interested parties as appropriate. 	<ul style="list-style-type: none"> • Feedback from rangatahi and whānau indicates that services are delivered in an inclusive and culturally appropriate way. • Rangatahi are assisted into employment in line with service standards and requirements. • Service audits against the IPS Fidelity Scale meet requirements. • Accurate, up to date and relevant information is held securely for rangatahi. • Relevant information and documentation are maintained. • Required service standards are met in line with contract requirements. • Meetings held with MSD staff. • HCC information is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements; HCC case reviews are kept up to date. <ul style="list-style-type: none"> • Relationships/networks with relevant sector providers and agencies are established; positive feedback is received from those agencies/providers. • Manager expresses satisfaction with the external relationships established and level collaboration achieved. • Presentations are delivered to other providers/referring agencies. • Relevant sector/client information is collected and maintained.

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> ○ Working collaboratively with other agency Work Brokers. ○ Working proactively to reduce stigma and discrimination with identified employers and other relevant stakeholders. <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"> ● Evidence of activities undertaken with stakeholders that tackle the challenges of stigma and discrimination that rangatahi of the service may face. <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 – E Ara E and team • Operations Manager – Youth Services • Other Odyssey kaimahi 	<ul style="list-style-type: none"> • Rangatahi and their whānau • Employers’ network • Referral Agencies

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • Up to 1 year’s relevant experience, in a similar role, including experience of working with rangatahi to develop their full potential and/or gain employment • A relevant (level 7) qualification e.g. Diploma (or Bachelors) in Social Work, HR, Psychology or Health Science (preferred) or commensurate relevant experience • Experienced in networking and building relationships within the community, particularly with employers • Knowledge of te reo/tikanga Māori • Knowledge of the customs and culture of Pacific peoples • Experience of working in the social services, addictions and/or mental health sectors • Experience of Motivational Interviewing and other relevant models of intervention • Experience facilitating groups • 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 driver’s license
Skills and Abilities
<ul style="list-style-type: none"> • Passion for and interest in working with rangatahi • Strong interpersonal and communication skills (written and verbal) • Ability to engage with young people and motivate them to set and achieve goals • Ability to establish and maintain effective relationships with a wide range of people e.g. rangatahi, whānau, colleagues, employers, counterparts in other organisations • 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.