

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Supported Employment Coach
Group:	Tamariki Advocate, Voices of Children
Reports to:	Senior Advisor Youth
Location:	Wellington National Office
Direct Reports:	No
Budget:	No

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where Oranga Tamariki can be realised.

### The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



### Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

## POSITION PURPOSE

The vision of the Tamariki Advocate business group is to ensure tamariki needs and aspirations are listened to and delivered on by Oranga Tamariki and the wider public sector. Within the Tamariki Advocate group sits the Transition Support Service (TSS) which is running its second round of Supported Employment Internships in the wider organisation.

In January 2020 we will be hiring a number of care experienced young people in Supported Employment Internship. The purpose of this is to lead the way for government departments to give young people that have been in the care of Oranga Tamariki an opportunity to kick start their careers. The internships will be working across the organisation in different teams across a variety of business and administration based tasks.

The Supported Employment Coach will be responsible for developing the young people's work readiness knowledge and skills, to help them be successful in their internships as well as in future employment. This person will provide guidance and coordination with regard to pastoral support of the young people and ensuring their wider needs are being met. The Supported Employment Coach will support the line manager to provide a positive and supportive work environment for young people, which is responsive to and understanding of the impact of trauma and instability on a young person.

The coach will also act as the observer of a Careerforce qualification the interns will be completing while in the internships.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Work programme</b>	<ul style="list-style-type: none"><li>- Working to review and develop the work programme and implement agreed elements, clearly identifying priorities and desired outcomes.</li><li>- Monitor and report on achievement of agreed work programme responsibilities.</li><li>- Complete observations of the interns for a business and administration certificate</li><li>- Review and provide input into the strategy for identifying and recruiting young people whose interests, strengths and aspirations align with available roles.</li><li>- Support the design of a quality induction and employment experience</li></ul>
<b>Work readiness development</b>	<ul style="list-style-type: none"><li>- Support the recruitment and matching of care experienced young people with available roles based on their strengths, interests and aspirations.</li><li>- Work with young people and their support network to identify and overcome any gaps in their work readiness and personal life stability.</li><li>- Support the young people to develop goals for the internship and their future, and check in regularly to see how they're tracking against them.</li><li>- Support the young people to build their employment skills and understand the world of work e.g. CV building, Linked In, Outlook, interview skills, building a routine, understanding expectations,</li></ul>

<b>Key Result area</b>	<b>Key Accountabilities</b>
	<p>learning how to say no, money management.</p> <ul style="list-style-type: none"> <li>- Support the young people on to their next steps, including support with job search, applying for roles and asking for referees.</li> </ul>
<b>Pastoral support coordination</b>	<ul style="list-style-type: none"> <li>- Advocate for the young person with the line manager and other areas of support (e.g. whānau, caregiver, buddy, mentor), to ensure the young person has what they need to succeed.</li> <li>- Identify and address challenges early and work with the young person and their support network to minimise impact on the person and/or their employment.</li> <li>- Communicate any concerns to the line manager and mentor as appropriate if gaps in support are identified.</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>- Support line managers to provide positive environments and maintain their commitment to the young people.</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>- Contribute to scoping , management and review of agreed projects, following agreed processes</li> <li>- Deliver assigned project responsibilities as required</li> <li>- Keep the Senior Advisor Youth informed of work progress and emerging issues</li> <li>- Undertake and contribute to reporting (e.g. status reports, exception and change reporting)</li> <li>- Undertake and contribute to project review and evaluation</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>- Actively and positively participate as a member of the team</li> <li>- Proactively look for opportunities to improve the operations of Oranga Tamariki</li> <li>- Perform any other duties as needed by Oranga Tamariki</li> <li>- Comply with and support all health and safety policies, guidelines and initiatives</li> <li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li>- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>- Senior Advisor Youth (Project holder)</li> <li>- Wider Transitions Team</li> <li>- Young people's line managers, mentors and buddies within</li> </ul>
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Oranga Tamariki

**External**

- Young people's social workers/ Transition workers or youth workers if they have one.
- Caregivers of the young people (if they have one)
- NGO/community partners that provide work readiness services if needed.

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## QUALIFICATIONS & EXPERIENCE

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**Qualifications**

- Relevant qualifications in career practice, career development or employment support AND/OR relevant working & life experience

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**Experience**

- Practical experience working in a mentoring, coaching or supporting role
- Ability to recognise strengths, weaknesses and develop plans to aid in personal and career growth
- Previous experience of working with youth an advantage
- Experience and understanding of office based skills (Skills in Microsoft Office, budgeting, administration)

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**Skills**

- Excellent verbal, written and interpersonal communication skills
  - Empathetic, patient, values-driven and intuitive, with a passion for working with youth.
  - Ability to build and maintain rapport with others
  - Understanding of the best ways to engage with young people in a way that suits them, and support them to reach their potential
  - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture
  - Excellent relationship development and management skills, including the ability to network, influence and negotiate
  - Organised with attention to detail and the ability to meet deadlines, with a pro-active flexible approach
  - Working knowledge of the social sector and care and protection system in New Zealand
  - Genuine desire to help empower care experienced young people to flourish in their careers and wider lives.
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