

Job Description

- 1: Job Title:** Taituarā a Hāpori - Community Services Specialist
- 2: Reporting To:** Kaiwhakahaere – Chief Operations Officer
- 3: Section:** Community & Social Services
- 4: Version:** 1.1
- 5: Job Objective:**
- The Mission seeks to help those we work with to have and to express greater choice in their lives. This often requires individuals and/or whānau developing or acquiring new skills, knowledge, and resources, after clearing away potential barriers.
- The Taituarā helps Mission individuals and whānau develop or acquire new skills, knowledge, and resources, so they may better reach their life objectives.
- The core elements of this work are:
- Privileging the individual and whānau voice and choices;
 - Close attention to individual and whānau desires and expectations, self-knowledge, and resiliency;
 - A focus on skills development and knowledge-building;
 - The use of evidence-backed tools including Māori models of practice and frameworks;
 - An outcome-orientation;
 - Constant checking on progress.
- 6: Declaration**
- The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of The Methodist Mission, as determined by the Community and Social Services Coordinator.
- This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Director may authorise a new Job Description at any time.
- 7: Job Responsibilities**
- Understand the Individual / whānau goals for their own capability development and repair of capacity;
 - Create actionable Client / Whānau Development Plans in conjunction with individuals and whānau, to the client's goal(s), monitoring progress with the Client of both Advisor's and Client's work to the plan, and amending in conjunction with the client as necessary;
 - Assist the individual / whānau to identify the outcomes they want to work towards;
 - Assist the individual / whānau to identify solutions (skills, knowledge, resources, other changes);
 - Assist the individual / whānau to identify pathways to those solutions, including any development work they will need to undertake;

- Check in regularly with the individual / whānau until service is complete;
- Use Feedback Informed Treatment tools for:
 - Engagement with individuals / whānau
 - Monitoring progress
 - Self-review
 - Establishing service cessation
- Use assessment tools (e.g. speech, language and communication needs; mental health assessments; other learning specialist toolsets) where appropriate;
- Make and receive referrals that advance the individual / whānau opportunities to develop their desired skills, knowledge, and resources;
- Work is grounded firmly within a strengths based framework and uses the Mission's methods of assessment, formulation, planning, and engagement Feedback Informed Treatment (FIT) and keep full records of all FIT, goals, planning, and monitoring of progress, assessing against the Development Plan and Goal(s);
- Build and maintain effective working relationships with other organisations to facilitate individual / whānau progress, including local iwi and mana whenua;

8: General

- The Mission's strengths-based model & philosophy is used in all planning, delivery and interactions.
- Maintain records required for reporting and evaluations.
- Undertaking personal performance appraisal and supervision processes as directed by the Operations Leader.
- Continuing personal professional development.
- Ensuring confidentiality of all record keeping.
- Carrying out any other duties as requested by the Operations Leader.
- Abide by The Methodist Mission policies and procedures at all times.
- Undertaking supervision, in-service training and external courses as available and agreed
- Meet regularly with the Coordinator and keeping them briefed on all issues, notifying of any emerging concerns, trends, possible risk areas, as well as new opportunities.

8. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

9. Relationships

Functional relationships:	Kaiwhakahaere Hapori Rakatahi - Youth Transition House and Community Manager
	Kaiārahi Tikaka – Chief Advisor Practice
	Kaihautū – Director
	Kairuruku Whānau - Family-Whanau Coordinator
	Other Mission staff
	Volunteers and students
	Members of the local community

10: Person Specification

Successful applicants will likely have a background, including training, in any of:

Skills & Knowledge

Essential

Training and work experience in any of:

- Early childhood, primary, secondary, or foundation education
- Occupational therapy
- Speech language therapy
- Disability support services
- Legal or advocacy services
- Outdoor instruction
- Sports coaching
- Senior front of house in hospitality, administration, or retail services
- Community development
- Working for mana whenua, iwi or Māori organisation
- Work alongside Māori and whānau
- Supervisory role in a primary or trade industry
- Comfortable using and understanding basic Te Reo Māori and tikaka with a willingness to develop these skills further

Desirable

- Good skills in Te Reo Māori and tikaka
- Understanding of New Zealand's historical and contemporary contexts and their impacts on the lived experiences of Māori in a 21st century context

Personal Qualities

Essential

- Flexible and responsive to situations and need
- Self-motivated and passionate about helping people.
- Ability to keep information strictly confidential
- Ethical
- Ability to work independently
- Able to meet deadlines and handle multiple tasks

Desirable

Strong interest in professional self-improvement and intellectual curiosity.

11: Authorisation of Job Description



Kaiwhakahaere Chief Operations Officer

Date: 18 June 2021