



POU WHAKAARO

Partnering with People Living Life Well

JOB DESCRIPTION

Company: EBAT Charitable Trust – Pou Whakaaro
 Job Title: Employment Coordinator
 Report to: Community Services Manager
 Date Prepared: October 2018

POSITION SUMMARY

- To ascertain in an appropriate and professional manner the aspirations of people we partner in order to assist them achieve their goals
- To deliver high quality support and learning activities that are aligned with the goals of individual people we partner
- To develop relationships within the community that allows the people we partner to participate in mainstream community activities of their choice
- To provide leadership and support to team members and to ensure that the potential of individual team members is recognised and encouraged

Key Responsibilities	Job Holder is Responsible to	Job Holder is successful when
<p>Promoting Self determination through the use of Recovery Practice and Enabling Good Lives Principles</p>	<ul style="list-style-type: none"> - Respond to new referrals ensuring timely contact with individuals and families and appropriate caseload management - Utilising the EGL Principals and a recovery focused approach to service delivery, undertake comprehensive personal planning which has a holistic approach with the person by: <ul style="list-style-type: none"> - obtaining full details of the person's situation - identifying a person's strengths, cultural values and resources - identifying current natural support, community and other support services - identifying issues affecting quality of life and wellbeing - take the whole of life approach - identifying evidence informed interventions to support the person's well being and recovery - enhancing opportunities for self determination and recovery - Work collaboratively with individuals, employers, families, whanau and significant others, relevant service providers and professionals to develop an effective personal plan that assists in developing a good everyday life which 	<p>Referrals are responded to in a timely manner with appropriate caseload management</p> <p>Comprehensive personal planning is undertaken utilising the EGL Principals and a recovery focused approach</p> <p>Working collaboratively an effective personal plan that assists in developing a good everyday life that promotes inclusion and the establishment and maintenance of natural support is developed</p>

	<p>promotes self determination, inclusion and the establishment and maintenance of natural supports</p> <ul style="list-style-type: none"> - Review and evaluation of personal plan progress and intervention effectiveness to ensure people have supports that are tailored to their individual needs and goals, and that take a holistic approach with individuals, families, whanau and significant others - Attend meetings, forums and training opportunities in order to be responsive to emerging needs, identify service delivery gaps and ensure individuals, families and whanau receive the most up-to-date information - Develop knowledge of community groups/organisations and resources in order to assist people we partner to access 	<p>Contribute to plans other service providers have and filing a copy of this</p> <p>Documentation shows personal plan is reviewed, evaluated, achieved and/or adjusted. Feedback from individuals, families, whanau and significant others, supports the effectiveness of the plan</p> <p>Meetings and forums are attended and training opportunities identified in order to be responsive to emerging needs, identify service delivery gaps and ensure individuals, families and whanau receive the most up-to-date information</p> <p>People we partner are supported to access community group and organisations</p>
<p>Support and Education for People we Partner</p>	<ul style="list-style-type: none"> - Ensure all processes related to people we partner are accurately documented in accordance with organisational policy and standards - The principles of partnership according to the Treaty of Waitangi are upheld - Provides high quality mentoring to business entrepreneurs by using the strength-based practice with regard to business selection and supporting their individual choices, making business and financial plans, inclusive of marketing, health & safety, compliance and money management. - Encourage and support the person as necessary to engage in valued roles: <ul style="list-style-type: none"> - Voluntary Work - Self Employment / Micro Business - Employment Opportunities - Learning Opportunities - Enhancing their inclusion in the community - Support people we partner and their family, whanau and significant others to develop skills and knowledge which is Mana enhancing including: <ul style="list-style-type: none"> - Living Well /Self-care - Self Responsibility - Budgeting - Problem Solving - Communication and Interpersonal Skills - Independence 	<p>All processes related to people we partner are accurately documented in accordance with organisational policy and standards</p> <p>Activities, support and the overall delivery of services are inclusive and responsive to the needs of Maori</p> <ul style="list-style-type: none"> - People have on-going one-on-one business support, facilitated group coaching and support to technical assistance in small businesses. People will have a business plan, inclusive of marketing, health & safety, compliance and money management. <p>The person is living a valued role in ordinary places</p> <p>People we partner and their family, whanau and significant others are supported to develop skills and knowledge to live life well</p>

	<ul style="list-style-type: none"> - Vocational aspirations - Carry out any additional duties you are requested to complete in contingency situations - Work-base facilities, resources, vehicles and equipment are well maintained to a safe and hygienic standard 	<p>Services are not interrupted by team absences</p> <p>Facilities and vehicles have a clean, tidy and hygienic appearance</p> <p>Regular maintenance is carried out and documented</p> <p>Work-bases are maintained in a clean and hygienic condition at all times</p>
Quality Improvement	<ul style="list-style-type: none"> - Practice within the service delivery outcomes framework including policies and procedures, core values and customer service standards - Promote an environment that contributes to valued outcomes for people we partner including cultural safety, self determination and wellbeing 	<p>Practice is carried out within the service delivery outcomes framework including policies and procedures, core values and customer service standards and is documented</p> <p>An environment is promoted and feedback is identified, that ensures people we partner achieve valued outcomes including cultural safety and live life well</p>
Team Participation	<ul style="list-style-type: none"> - Maintain a positive relationship with all other Pou Whakaaro team members, and contribute to the overall implementation of this service - Act as an advocate for the People we partner and our organisation at all times 	<p>Communication with all other team members creates a sense of support and trust</p> <p>Ideas for improving the service are conveyed to Management</p> <p>The team have advocated for the People we Partner and the organisation</p>
Health and Safety	<ul style="list-style-type: none"> - Compliance with health and safety policies and procedures to maintain safe workplace - Understand and take responsibility for health and safety matters in alignment with legal and organisational requirements 	<p>Health and safety policies and procedures are complied with to maintain safe workplace</p> <p>Health and safety matters in alignment with legal and organisational requirements is understood and taken responsibility for</p>
Personal and Professional Development	<ul style="list-style-type: none"> - Undertake appropriate training, some of which may be in own time to become well informed about the philosophy, purpose, activities of the organisation, and up to date with trends and developments 	<p>An effective personal development plan is in place and demonstrates benefit to the organisation</p>

Other	<ul style="list-style-type: none"> - The post holder is required conduct other reasonable duties in the completion of their work at the discretion of the Navigation Services Team Leader or the Innovative Employment Services 	When other reasonable duties have been performed competently
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Qualifications, Experience and Competencies		
Qualifications & Experience	<ul style="list-style-type: none"> - A qualification in small business management or related discipline is preferred, and have an experience of running a small business - Innovative and able to identify viable new business opportunities - Experience in support and or facilitation/co-ordination roles - Experience with office software such as Microsoft Office - Experience with supporting people in employment - Experience with networking in the community and engaging with employers 	
Core Competencies	<ul style="list-style-type: none"> - Displays a reasonable knowledge and understanding of a support office environment - Displays each of the following attributes - excellent work ethic / dedication / punctual / initiative / personality / pro active / attention to detail / organised / self motivated/problem solve - Ability to develop respectful relationships and build rapport with team members, people we partner and business partners - Respects and recognizes the abilities and contributions of people with disabilities or mental illness and their families/whanau - Be knowledgeable about available resources and be an advocate for inclusive communities which enable people with disabilities or mental illness to live life well - Broker and/or facilitate supports tailored to individual needs and goals 	
What Pou Whakaaro expects from You	<ul style="list-style-type: none"> - Able to manage workload, establish priorities - Meet responsibilities - Acts professionally - Communicate clearly and in a timely manner with team members, people we partner and people we partner - Able to relate to the team - Able to work under pressure and meet deadlines - Flexibility, working in a variety of settings - Helping other team members when appropriate - A team player who is able to build strong relationships within the community - 90 day Plan monthly reports 	
Pou Whakaaro wants you to	<p>Live into Pou Whakaaro's Core Values</p> <ul style="list-style-type: none"> - <i>Fun</i> - Humour builds great health and learning - <i>Creative Innovation</i> - Seizing opportunities for sustainable individual and business growth - <i>Above and Beyond</i> - Exceeding expectations with passion, commitment, and professionalism - <i>Whanaungatanga / Respectful Relationships</i> - Putting the time in to build collaborative, inclusive connections - <i>Mahia te Mahi / Walking the Talk</i> - Doing what we say we will do 	

You will carry out your role in accordance with :

- The NZ Health & Disability Services Standards
- Pou Whakaaro Policies & Procedures
- the principles of the Treaty of Waitangi, supporting Māori and Whānau Ora aspirations and outcomes in accordance with local tikanga and custom
- the United Nations Convention on the Rights of Persons with Disabilities
- the NZ Disability Strategy
- the NZ Carer's Strategy
- the Let's Get Real Framework
- Welfare Reform
- Career Development Association of New Zealand 2009
- Employment Relations Act 2000
- Health & Safety in Employment Act 1992

Hours of work: 30 hours between Monday to Sunday 8.00am to 4.00pm

General: Pou Whakaaro provides formal and informal training for all team members, and provision for members who are studying for relevant qualifications can be negotiated on an individual basis.

Signed: _____

Dated: _____