

KAIMAHI TAIOHI – YP/YPP

(Youth Services)



Responsible to:	Senior Kaimahi Taiohi
Team:	Youth Service
Service:	Whānau Ora Service Delivery
Location:	New Plymouth/Hawera/Waitara
Directly Supervising:	Nil
Functional Relationships:	Service Delivery Teams Taiohi and Whānau Tui Ora kaimahi Senior Leadership Team Health, Safety, Environment & Quality Advisor Local Marae Community Groups NGO's Governmental agencies

Responsible to: Senior Kaimahi Taiohi

POSITION SUMMARY:

The Kaimahi Taiohi will provide a wrap-around, intensive service for young people 16-20 years of age in receipt of:

- Youth Payment (YP); or
- Young Parent Payment (YPP); or young partners of an individual in receipt of a main Work and Income benefit.

The role will support, uplift, and navigate taiohi and their whānau to improve health, education, overall wellbeing, and productive participation within the community. This will include addressing all areas of need including education, housing, parenting, budgeting, health, childcare, and any other barrier they may be experiencing, while being a strong advocate for taiohi (and their children).

This role falls into the category of a **Core Worker** under the Vulnerable Children Act 2014. A Core Worker is defined as a children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person:

- Is the only children's worker present; or
- Is the children's worker who has primary responsibility for, or authority over, the child or children present.

This role falls into the category of a **Core Worker** under the Children's Act 2014. A Core Worker is defined as a children's worker who:

- Is a children's worker who works in or provides a regulated service
- Has primary responsibility or authority for a child or children
- Works alone with a child or children—work must take place without a parent or guardian of the child being present
- Sees children or young people (up to the age of 17) in their clinics or office.

REPORTING RELATIONSHIPS

Tui Ora Manager(s) / Team Leader(s)

All staff members will manifest through their everyday work *Ngā Ūara: Core Principles* across all internal and external stakeholder interactions:

Wairuatanga The expression of the intimate spiritual connection we have to our maunga, awa, moana, marae, tūpuna and atua. Must be maintained and nourished to help achieve wellbeing. Fundamental to the way in which we view the world.	Whanaungatanga The ability to form a connection with each other through sharing experiences and being open. To understand who we are and where we come from. A way of acknowledging our uniqueness and the strength that comes from working as a group.
Kotahitanga The message of unity, oneness, and harmony. This principle reflects the emerging spirit of sharing and embracing each other.	Tino Rangatiratanga Being and having control, oversight, and responsibility for ones' actions. Inspires us to a sense of self determination.
Manaakitanga The nurturing of relationships. Encouraging us to rise above personal attitudes and feelings while respecting and creating self-worth in others. Building unity through humility and the act of giving.	Tikanga O Tui Ora A guide to the way in which we unite as an organisation. Our responsibility to provide care under the auspices of tō tātou maunga.

Key Result Area	Expected Result
Taiohi Service Delivery	<ul style="list-style-type: none"> ▪ Able to work alongside taiohi and their whānau to support their aspirations ▪ Able to support taiohi and their whānau in facilitating holistic assessments to determine their wellbeing goals/aspirations ▪ Support taiohi and their whānau to access and engage in other appropriate services ▪ Relate to and mentor taiohi as required ▪ Facilitate the provision of cultural support to taiohi and their whānau ▪ Work alongside others to develop and run workshops or content that will support taiohi to achieve their goals ▪ Complete an initial Youth Service Plan with taiohi to identify their current circumstances and determine if they and/or their child requires other services or interventions ▪ Make regular contact with the taiohi, within 30 days and at least once every 90 days face-to-face to review their Youth Service Plan and track their goals ▪ Utilise ART, (the Youth Service CMS) to communicate with other kaimahi and with the Youth Service Support Unit (YSSU) to ensure taiohi are accessing appropriate services and assistance ▪ Support taiohi to participate in education, training, or work-based learning to gain necessary skills ▪ Support and encourage taiohi to meet all necessary requirements stipulated by MSD ▪ Assist taiohi with financial management, parenting, and budgeting advice ▪ Assist taiohi to register and continually use MyMSD ▪ Complete Youth Service Exit Documentation with taiohi before they exit the service to support them into employment, education, or work-based training ▪ Assist with parenting needs, offering support and guidance while monitoring the child to ensure the care and safety of the child remains paramount and is not compromised ▪ Facilitate and/or support appropriate groups related to the delivery of the service e.g. parenting, health, and wellbeing

	<ul style="list-style-type: none"> ▪ As appropriate, support and assist with the promotion of the wider service at events (e.g. the Taranaki Careers Expo). This may be at a weekend or after hours ▪ As appropriate, be available and open to having peer supervision and support of your colleagues ▪ As appropriate, be available to support social work students completing placement with the service/organisation.
Relationships	<ul style="list-style-type: none"> ▪ Key partnerships are maintained in order to generate stronger links to foster a sense of collaboration with care providers to enhance multi-disciplinary service delivery ▪ Establish and maintain effective working relationships with kaimahi, whānau, communities and other external contacts ▪ Develop and use collaborative relationships to facilitate the accomplishment of whānau goals and objectives.
Communication/Team Work	<ul style="list-style-type: none"> ▪ Support an inclusive and positive work environment by listening and responding appropriately in all interactions.
Culture	<ul style="list-style-type: none"> ▪ Keeping the organisation's Ngā Uara: Core Principles at the forefront of own and others' decision making and actions: <ul style="list-style-type: none"> – Upholds ethics and values – Demonstrates integrity – Promotes and defends equal opportunities, builds diverse teams – Encourages organisational and individual responsibility towards the community and the environment.
Quality	<ul style="list-style-type: none"> ▪ Risk management, quality assurance, integrity and confidentiality through all work are evidenced ▪ Standards are maintained to meet service level agreements/contract specifications.
Safe Environment	<ul style="list-style-type: none"> ▪ Each staff member is expected to help maintain a safe and healthy workplace by: <ul style="list-style-type: none"> – Following all company safe work, policies, procedures, rules, and work instructions – The proper use of all safety equipment and clothing provided (as applicable) – The early reporting to their manager of any pain or discomfort experienced at work – Taking an active role in the company's treatment and rehabilitation plan, for an 'early and durable return to work' by following the company 'Return to work –ACC' and 'Return to work – Non ACC Related' procedures – Reporting all incidents, injuries, and hazards through the company Reportable Event procedure ▪ Working with Health and Safety Representatives, the Health, Safety, Environment & Quality Advisor, and managers to ensure compliance with Health and Safety requirements and the active development and promotion of a healthy work environment by: <ul style="list-style-type: none"> – Actively identifying and reporting near misses or incidents – Supporting the Health and Safety Representative in their work area whenever required ▪ Reporting on Health and Safety events at team meetings.
Technology and Tools of the Job	<ul style="list-style-type: none"> ▪ Able to apply and understand the use of technology; with demonstrable ability to use a desktop computer and related application software packages – including Microsoft office and Client Management Systems relevant to the role ▪ Demonstrates confidence and is willing to embrace change as technology changes

	<ul style="list-style-type: none"> Committed to maintaining the quality and accuracy of data entry.
Personal Development	<ul style="list-style-type: none"> Professional/technical knowledge is maintained, and knowledge is shared with team Appropriate technical development targets are agreed in the performance development review, and achievement is evidenced against these A performance development plan is established annually and reviewed six-monthly Commitment to attend Te Raukura – The Tui Ora’s cultural development programme.
Person Specification	<ul style="list-style-type: none"> Preferred - Tertiary Qualification in Youth Work, Whānau Ora, Social Work, or equivalent Registration with relevant professional body with a current practicing certificate Full, clean NZ Driver Licence.
Experience and Skills	<ul style="list-style-type: none"> Two years’ experience working with taiohi is preferred Able to demonstrate practical understanding of the aspirations and challenges facing Māori communities Experience in applying Tikanga Māori as it applies in the role is desirable Experience and understanding of care and protection practices would be beneficial Knowledge and understanding of the issues taiohi face in today’s society Well-developed written and oral communication skills Excellent interpersonal skills and able to work as part of a team Excellent organisation skills and able to take responsibility for completion of tasks Strong work ethic, demonstration by a high level of integrity, reliability, efficiency, and self-management Fast learner with excellent attention to detail Able to handle sensitive and confidential information.

NOTE:

You will align outcomes/deliverables as per the Service Contract requirements that relate to your role.

The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position. However, the outlined key tasks should not be regarded as a complete and exhaustive list and do not prevent the addition, alteration, or deletion of duties from time to time in accordance with the needs of Tui Ora.

Tui Ora is a service provider and as such staff members are required to have a flexible approach to the work they are requested to undertake (within their professional/legal scope/boundaries) to ensure client needs are met and best practice customer service is upheld at all times and to contribute to the success of Tui Ora.

Salary circa dependent upon skills and experience.

APPROVED:

Authorised signature:	Staff Member’s signature
Name:	Name:
Position:	Position:
Date:	Date: