

Te Ara Mahi

Employment & Training Support



EMPLOYMENT CONSULTANT

Job Description –

**The Role
Key Tasks
Person Specification**

DECEMBER 2011

JOB DESCRIPTION – The Role

POSITION	Employment Consultant, Te Ara Mahi (TeAM)
RESPONSIBLE TO	Directors of Te Ara Mahi (Nelson) Limited or their delegates
LOCATION/ PLACE OF WORK	<p>Te Ara Mahi offices in Nelson, Marlborough, and West Coast</p> <p>Head Office: 47 Bridge Street PO Box 237 NELSON</p> <p>These positions will be based in our Nelson, Marlborough and West Coast offices. The service area covers Marlborough, Nelson/Tasman including Golden Bay, and West Coast from Haast to Karamea.</p>
HOURS OF WORK	40 hours per week (negotiable)
REMUNERATION	\$17.00 - \$20.00 per hour by negotiation, in line with qualifications and experience
KEY ROLE	<p>To creatively support tangata whaiora / people with mental illness and addictions to identify, plan and achieve their employment, education and training goals, and to promote recovery. This is a specialist employment/training role, not a community support work role.</p> <p>The ideal applicant will be able to demonstrate an understanding of :</p> <ul style="list-style-type: none">• The diversity of their local communities• The local job market and changing trends• Local training providers and available courses• The needs of people who experience barriers to employment or training <p>The confidence to work independently and as part of the wider TeAM is an essential attribute for success in this role. The person appointed to the position will need to work proactively in the community to present a positive image of mental health and the jobseekers/ trainees whom Te Ara Mahi supports. This is a community based role, and the right person will have the maturity, self-confidence and professionalism to work successfully with people at all levels in the local community.</p>
WORKING RELATIONSHIPS	Te Ara Mahi Directors, staff, service users and their families/whanau, mental health and addictions and other health professionals, other agencies, employers, training and education providers. Our work is dependent on successful relationships being established and maintained with all these stakeholders.

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- A relevant qualification (highly desirable) and/or extensive experience working in recruitment, employment, education, mental health and addictions or other health/social services.
- Experience working in the business community, as an employer, advisor or mentor.
- The skills and confidence to positively represent the service and its users to key stakeholders in the community.
- A creative and flexible approach to work, with great time management skills and the ability to self-direct and problem solve.
- Well developed networking skills and good knowledge of Government/ NGO/ Community agencies and their processes. (e.g. Work & Income)
- A strong commitment to quality customer service and ongoing quality development.
- **A current full Driver's Licence is essential.**
- An understanding of barriers to employment and the principles of overcoming these barriers by empowering and supporting people into employment, training and education.
- An individual and recovery-focused approach with an emphasis on supporting people to identify and develop strengths.
- The ability to work with adult students and training providers, jobseekers and employers, family/whanau, advocates, other health/social service professionals - especially local mental health and addiction services and care managers.
- The ability to work effectively with local employers and liaise with key staff or supervisors within their workplaces. This is an important part of initial and ongoing employment support which may be required for Te Ara Mahi service users as they enter and get established in employment.
- A demonstrated commitment to the Treaty of Waitangi/ Te Tiriti o Waitangi and to working with people from different backgrounds in culturally appropriate ways.
- A high level of literacy, numeracy, communication skills and interpersonal skills. A proficient level of computer skills – using Word, Excel, Email and Internet, including online applications.
- The ability to support jobseekers to identify their goals in a written Personal Employment and Training Plan and conduct regular reviews of their progress and outcomes achieved.

- A clear understanding of the employment application process, the value of an effective CV and cover letter, and the ability to support and mentor service users to develop these skills for themselves.
- A commitment to ongoing professional development. Te Ara Mahi staff members are encouraged to engage in relevant Tertiary training such as a Diploma in Career Guidance through NMIT, and in-service mental health training "Let's Get Real". CDANZ membership an advantage.
- Accountability for providing complete and accurate information to the Directors for Ministry of Health Reporting, within required timeframes.
- An understanding of, and compliance with, Informed Consent, Privacy and Confidentiality requirements including the collection and storage of personal information and data.
- An awareness of Health and Safety issues and ability to identify and manage hazards and minimise or eliminate risk to self and/or others.
- A current First Aid Certificate is an advantage.
- Enthusiastic and positive team member, willing to participate at all levels and contribute to the wider TeAM.
- A healthy regard for the value of fun, humour and lightness as part of working life, and the ability to maintain a positive outlook.