

POSITION DESCRIPTION

Position Title	Youth Mentor
Service	Tararua Community Services
Location	Dannevirke
Reporting to	Team Leader, Counselling Practice
Direct Reports	Nil
The Organisation	Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, Hawke’s Bay and Tararua. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services and older people’s programmes.
Our Vision	Fulfilled Lives, Connected Communities Our vision for “fulfilled lives, connected communities” comes from our fundamental belief that it is only through strong and fulfilling relationships that individuals and communities are able to build resilience and ultimately flourish.
Our Purpose	Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation.
Our Mission	Living the gospel through loving service.
Values	The values that drive our organisational culture and behaviour: <hr/> Vitality We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff. <hr/> Integrity We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to. <hr/> Compassion We show kindness, patience, and a willingness to help others. <hr/> Respect We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.

Position Title	Youth Mentor	
Position Summary	The Youth Mentor is part of the Counselling Practice team and is based in Dannevirke. The Youth Mentor is responsible for providing professional support and advocacy for rangatahi (young people) to connect them with services, programmes and activities that lead to an improvement in their hauora (health and wellbeing).	
Working Relationships	Internal GM Community Services Operational Management Team Team Leader, Community Programmes Tararua Community Services Staff Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff HR Advisor	External Whānau/Family/Tangata Whaiora Tararua Oranga Tamariki Health and Social Services Iwi and Hapū ki Tamaki nui-ā-Rua Family and Community Law Providers NZ Police Other government organisations
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		
KRA'S	EXPECTED OUTCOMES	
KEY RESULT AREA 1: Organisational Leadership	<ul style="list-style-type: none"> • Actively promote and role model ACW's purpose, strategy, vision, and values to build a strong cohesive culture across the organisation. • Inspire, lead, and influence others to commit to and have pride in ACW and our work. • Share a commitment to change and a focus on operating to achieve results. 	
KEY RESULT AREA 2: Support Work	<ul style="list-style-type: none"> • Work with young people living in the Tararua to support them with their specific needs. • Be responsible for working with young people to set goals, identifying any risks and ensuring safety plans are completed when necessary. • Liaise with relevant linking agencies including other Tararua Community Services staff and other health and social services agencies, making appropriate referrals when needed. • Offer support for young people and their whānau/families, including; <ul style="list-style-type: none"> ▪ Assessment of needs identified with the young person (and their whānau, where appropriate) ▪ Developing plans for support with clear goals identified ▪ Providing options for interventions ▪ Keeping concise case notes which are timely and accurate ▪ Collecting and recording case management and inputting data for contract reporting into the client database (Exess) ▪ Review plans and goal achievement with the young person (and their whānau, where appropriate) • Work in conjunction with the Team Leader or Manager, to ensure reporting systems comply with Anglican Care Waiapu Policies and Procedures, best practice guidelines, Ministry Service Guidelines and Standards of Approval. • Consult promptly with the Team Leader or Manager regarding any ethical concerns, boundary issues or safety issues. • Interact with young people using practice models that are strength based, including bicultural and holistic approaches. 	

	<ul style="list-style-type: none"> • Connect whaiora/clients with other kaimahi/workers at Tararua Community Services to provide a multi-disciplinary support service, when appropriate. • Actively seek feedback from whaiora/clients through the organisations evaluation process and/or documenting verbal feedback in Exess.
<p>KEY RESULT AREA 5:</p> <p>Health and Safety</p> <p>To promote the well-being and safety of children, whānau, staff and visitors through compliance with internal and external policies, procedures and regulatory requirements</p>	<ul style="list-style-type: none"> • Promote and demonstrate a safety-first culture. • Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others • Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such the <i>Health and Safety in Employment Act</i>. • Participate actively in health & safety processes at the site. • Maintain an awareness of, and mitigate, safety and risk in the environment, reporting any concerns related to health and safety to the Manager in a timely way. • Ensure an environment where people feel secure, comfortable and confident. • Maintain familiarity with the organisation's Child Protection Policy and Procedures and ensure any concerns are dealt with promptly. • Understand and be aware of cultural considerations which may impact on health and safety matters.
<p>KEY RESULT AREA 6:</p> <p>Te Tiriti O Waitangi and Bi-cultural Competencies</p>	<ul style="list-style-type: none"> • Applies the organisations cultural competencies framework or equivalent. • Te Ao Māori concepts and tikanga are integrated into practice where appropriate. • Demonstrate inclusiveness and respect for diversity of languages and cultures. • Demonstrate commitment to Te Tiriti o Waitangi.
<p>KEY RESULT AREA 7:</p> <p>Organisational expectations</p>	<ul style="list-style-type: none"> • Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures. • Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values. • Complete any administrative duties relevant to the role. • Flexibility and willingness to perform a variety of tasks is demonstrated. • Ensure work priorities, personal workload and stress levels are managed. • Attendance at meetings and training as required. • Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required. • Perform other duties that arise from time to time as required.
ROLE REQUIREMENTS	
QUALIFICATIONS / REGISTRATION	<p>Essential</p> <ul style="list-style-type: none"> • A relevant qualification, preferably in social work or youth work. • Full, clean NZ Driver's License <p>Desirable</p> <ul style="list-style-type: none"> • Current First Aid Certificate

EXPERIENCE, SKILLS AND KNOWLEDGE	<p>Experience</p> <ul style="list-style-type: none"> • Proven experience, or a desire to, work with young people • Programme and facilitation experience is preferable • Managing client case work and client databases <p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Enthusiasm, energy and a passion for working with young people. • Basic understanding of Te Reo & Tikanga Māori and a willingness to grow in this area. • Excellent client relationship building skills (whakawhānaungatanga). • Effective and confident use of IT platforms and databases, preferably Office365. • Effective planning and organisational skills. • Excellent communication skills. • The ability to cope with change and the demands of a busy workload. • Ability to actively build relationships with community networks. • Openness, authenticity and understanding. • Enthusiasm about change and professional learning. • An affinity with the Anglican church and its mission.
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Declaration: This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Date Effective			
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature		Date	