



# Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

## Job Description

**Position:** Youth/Rangatahi Support Worker – CACTUS Programme Co-coordinator

**Team:** Child and Youth Team

**Location:** Safer Mid Canterbury

**Hours of Work:** 40 Hours per week

**Date Issued:** July 2024

**Reports to:** *Child & Youth Team Leader*

**Purpose:** **Dual Role Position**

**Role one: Youth/Rangatahi Support Worker**

This is a goal-orientated support role specifically for youth aged 10 to 18 years, aiming to support youth by working alongside individuals to create personalised plans and achieve set goals. The youth support worker will also advocate for the needs of the youth and actively collaborate with whānau, community services and supports where required.

Hours: 32 hours per week

**Role Two: CACTUS Programme Coordinator**

The CACTUS programme coordinator will work alongside the other coordinator to deliver a rewarding 8-week programme over 3 school terms for youth aged 10 to 14 years. In addition, the coordinators will develop and run 4 camps during the year (three 2-day camps and one 5-day Advance Camp).

Hours: 8 hours per week

*Please Note: All staff involved with the CACTUS programme are expected to join in on all aspects of physical activity that trainees are required to complete and give it their best.*

**Safer Mid Canterbury | Hakatere Haumaru**

**Mission Statement:**

**To reduce and prevent crime in the community and its impact on the Hakatere District**

**“Together We’re Safer ♦ Me uru kahikatea”**

***Strategic Goals of Safer Mid Canterbury***

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

***Qualifications:***

The person will have relevant experience and/or qualifications working with youth that furnish them with the skills needed for a position of this type.

***Functional Relationships:***

*Internal to Safer Mid Canterbury:*

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Team leaders
- ❖ Safer Mid Canterbury CACTUS Co-coordinator
- ❖ Safer Mid Canterbury Administration staff
- ❖ Safer Mid Canterbury Staff

*External to Safer Mid Canterbury:*

- ❖ Mid Canterbury Schools
- ❖ Social Service Agencies (Government and NGOs)
- ❖ Oranga Tamariki
- ❖ Ministry of Education
- ❖ CACTUS Trainees
- ❖ Mid Canterbury Clubs and Sporting Organisations

### **Target group – Youth Support:**

Youth aged 10 to 18 years with one or more of the following needs indicators: social, educational, emotional or behavioural, as identified by an agency, school, young person and/or their whānau.

### **Goals – Youth Support:**

- ❖ To increase involvement in education
- ❖ To develop social skills and confidence
- ❖ To advocate for and support youth to access supports/services where required
- ❖ To improve the client's self-esteem and confidence
- ❖ To improve the client's mental and emotional well-being

## **Key Functions – Youth/Rangatahi Support:**

### **1. Manage referrals and intake**

#### *Outcome*

- Respond to all referrals received.
- Manage intake effectively.
- Advocate for other support services where needed.

#### *Measures*

- All referrals are acknowledged and responded to in a timely manner.
- Intake process is managed to meet case load and wait list implemented when required.

### **2. Identify needs in conjunction with the youth, whānau and/or service agencies and schools**

#### *Outcome*

- Liaise, as appropriate, with whānau, education and services, to identify the specific needs of the youth.

#### *Measures*

- Assess the needs of the youth alongside other supports such as whānau, etc.

### **3. Advocate for youth where additional support needs are identified**

#### *Outcome*

- Alongside youth and whānau, advocate for additional and appropriate supports and/or services to support identified needs.

#### *Measures*

- Where appropriate, additional needs are identified, and referrals to services/supports are made alongside the youth and whānau.

### **4. Develop personal plans with youth**

#### *Outcome*

- Aim to have a goal-orientated personal plan with youth to work towards during a three-month period. Plans may include individual support, education, recreation or group activities.

#### *Measures*

- Personal, goal-orientated plan created alongside youth, which may include other supports.

## **5. Support youth to complete their personal plan**

### *Outcome*

- Ongoing support is provided to meet planned goals and where difficulties arise, or circumstances change, their plan is amended to accommodate needs.

### *Measures*

- Supporting youth to complete their personal plans where possible and appropriate.

## **6. Monitor and evaluate personal plans**

### *Outcome*

- Personal plans will be referred to and progress on plan will be evaluated at regular intervals.

### *Measures*

- Identified goals met on plan.

## **7. Liaise with supports, where appropriate**

### *Outcome*

- Where appropriate and often in cases of mutual supports such as education and other agencies and/or services.
- Any feedback sought must be in line with the current Privacy Act regulations.

### *Measures*

- Consent to share information is obtained and limited confidentiality advised.

## **8. Refer whānau, with their consent, to other agencies if further needs become apparent.**

### *Outcome*

- Referrals made where appropriate and with consent to be done so with due consideration of the Privacy Act.

### *Measures*

- Whānau receives the support they need to be able to provide appropriate care and support to their charge (our client).

## ***Key Functions - General***

### **1. Provide monthly line reports to Team Leader**

#### *Outcome*

- Submission of monthly line report, as per template, to Team Leader prior to monthly review meetings.

#### *Measures*

- Team Leader receives regular, up-to-date reports within the specified timeframes.

### **2. Jointly with Team Leader, monitor workloads ensuring an equitable and rewarding balance**

#### *Outcome*

- Satisfying and supportive working environment.
- Communication and awareness of workload pressures.

#### *Measures*

- Regular meetings with Team leader.

### **3. Comply with Reporting, Accountability and Health and Safety requirements**

#### *Outcome*

- Reporting to contracts as required.
- Complying with health and safety requirements when working on and off work premises.
- Complying with Safer Mid Canterbury Key Operating Policies and Procedures (KOPPS).

#### *Measures*

- Timely return of contract report statistics.
- Compliance with other reporting requirements.
- Safe working environment.
- Policies and procedures followed.

### **4. Supervision and Professional Development**

#### *Outcomes*

- The team leader to support the staff member in their day-to-day operations.
- The staff member will receive professional supervision from an agreed-upon, suitably registered and qualified professional.

#### *Measures*

- Supervision is relevant to best practice and professional development.
- Training is consistent with objectives set in review, and with relevant plans.

### **5. Attend relevant Team and Organisational meetings**

#### *Outcomes*

- The staff member will be a fully participating member of Safer Mid Canterbury.
- The staff member will prioritise the attendance of monthly Safer Mid Canterbury full staff meetings and Child & Youth Team meetings.

#### *Measures:*

- Team meetings attended.
- Monthly review meetings with team leader attended.

## **6. Be committed to the development of Safer Mid Canterbury's Bi- and Multi-Cultural Development**

### *Outcomes*

- Bi- and multi-cultural development will be integrated into service responses.

### *Measures*

- Te Tiriti o Waitangi education.
- Identification of cultural training needs in relation to case work.

## **7. Systems and processes maintained and up to date**

### *Outcomes*

- Regular time put aside each month to ensure systems and processes continue to meet organisational demands.
- Regular planning each month to ensure goals and priorities for month will be achieved.
- The staff member must fill in the training and supervision registers.

### *Measures*

- Filing kept up to date and accessible/understandable to other staff.
- Goals and priorities achieved in set time frames.

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## ***Key Functions – CACTUS Programme***

### **1. Work in partnership with the second CACTUS Coordinator in delivering this programme**

#### *Outcome*

- Deliver three CACTUS programmes each school year in line with the school terms.

#### *Measures*

- CACTUS programmes delivered in a professional manner with good outcomes for participants and feedback from community.
- Risk management policies and procedures developed and adhered to.

### **2. Monitor and support the attendance of participants**

#### *Outcome*

- Support/encourage participants to attend, and overcome barriers to attendance.

#### *Measures*

- Good level of attendance achieved from participants when not engaged in other activities

### **3. Monitor and ensure acceptable behaviour among participants**

#### *Outcome*

- Acceptable standards of conduct are maintained for the betterment of all participants.

#### *Measures*

- Acceptable standard of behaviour maintained.

**4. Develop and maintain effective working relationships with other key people in the community who can assist us toward our end goals**

*Outcome*

- Effective working relationships established and maintained.

*Measures*

- Support of key people in the community for the programme.

**5. Ensure that people taking part in the programme are encouraged and supported to join other community activities, and work with other team members and community organisations to ensure that these opportunities become available**

*Outcome*

- Opportunities for participants opened and taken advantage of.

*Measures*

- Participants becoming more involved in other activities.

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Signed by:

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**Youth Support Worker/CACTUS Co-coordinator**

\_\_\_/\_\_\_/\_\_\_  
Date

Signed by:

\_\_\_\_\_  
**Team Leader – Child & Youth Services**

\_\_\_/\_\_\_/\_\_\_  
Date

**What you will bring to the role:**

- Experience working with tamariki and rangatahi
- The ability to relate to a wide range of people of diverse backgrounds with sensitivity and respect
- A facilitative style that empowers and builds on people's skills and abilities
- The ability to meet deadlines
- Ability to take initiative, work independently and undertake new challenges that may arise
- Can-do attitude
- Basic competency using Microsoft computer programmes
- Ability to maintain confidentiality
- Hold a current motor vehicle driver licence
- Experience in working with children, young people and whānau with multiple needs
- Understanding and practical experience in working with reluctant clients and overcoming change resistance
- An ability to communicate effectively with a diverse range of individuals across a wide age bracket
- An ability to work cooperatively with school staff, community and statutory agencies
- Commitment to bi- and multi-cultural social service practice, Te Tiriti o Waitangi, and sensitivity to individual differences generally
- Good verbal and written communication skills
- A positive, facilitative style that empowers and builds on people's skills and abilities
- Physical capability to complete all tasks
- Ability to maintain confidentiality



## CONDITIONS OF APPOINTMENT

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<p>Hours of Work:</p>	<p>Your ordinary hours of work will be 40 hours per week.</p> <p>Due to the nature of the position, working hours are flexible, but will generally be worked Monday to Friday between 8:30 am and 5:00 pm. On occasion there will be the need for some work outside of standard office hours.</p> <p><b>CACTUS</b> The programme runs three times a year, usually in terms 1, 3 and 4. Days worked each term are in line with the CACTUS course schedule: Mondays and Tuesdays 3:30 pm to 5:00 pm, with pick ups and drop offs at the end of each session.</p> <p>In addition, there are three weekend overnight camps, one at the end of each course, generally around the second to last weekend of each term, and one Advanced Camp, which is a 5-day, 4-night camp around the third week of January.</p>
<p>Other conditions of appointment:</p>	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.</p>
<p>Remuneration:</p>	<p>Remuneration will be negotiated with the preferred applicant.</p>
<p>Place of work:</p>	<p>The staff member will work out of the offices of Safer Mid Canterbury.</p> <p><b>CACTUS</b> The programme is currently delivered from the Ashburton Scout Lodge; however we often go to other indoor and outdoor areas as the programme plan may dictate.</p>