

Job Description

POSITION:	Youth Coach
REPORTING TO:	Te Hā o Mātauranga Coordinators
LOCATION:	Te Hā o Mātauranga, 14 Ludstone, Kaikōura
ISSUE DATE:	February 2020

PURPOSE OF THE POSITION:

Te Hā o Mātauranga has contracted with the Ministry of Social Development to provide Youth Services for Youth Payment (YP), Young Parent Payment (YPP) and NEET clients. The Aims of the Service are to engage and support the young people to achieve improved wellbeing through sustained education, training, work-based learning or employment outcomes. This will contribute to them achieving long term economic independence and so reduce the risk of long-term benefit dependency of this group.

OUTCOMES OF THE SERVICE:

As a result of the service, we are looking for young people to:

- Be engaged or remain in education, training or work-based learning
- Obtained or working toward at least NCEA level 2 or equivalent;
- Have an achievable plan for employment, further education or training on exiting the service; and
- Not be in receipt of a main Work and Income benefit (excluding Jobseeker Support Student Hardship)
- Have their wellbeing improved
- Feel supported towards achieving their aspirations
- Have a positive experience with the Youth Service

WORKING WITH YP, YPP AND YOUNG PARTNERS

Your primary role is to provide a wrap-around service for YP and YPP young people and Young Partners to help them meet their activity obligations. Your responsibilities to the young people in your service include:

- providing information to YSSU immediately about any changes to the young person's circumstances
- recommending to YSSU appropriate benefit payment redirection for basic costs
- facilitating the application process for government financial assistance
- facilitating the enrolment of a young person transitioning from the care of Oranga Tamariki
- completing an initial Youth Service Plan with the young person
- meeting regularly with the young person, at least once every 90 days face to face, to review their Youth Service Plan
- supporting the young person to participate in education, training or work-based learning
- facilitating access to appropriate services and other assistance, such as drug and alcohol, mental health, and behavioural programmes
- assisting the young person with financial management and budgeting advice
- assisting the young person to register and continually use MyMSD
- assessing whether the young person is making the most of local housing markets and paying reasonable accommodation costs, and assisting them to reduce their costs where possible
- supporting the young person to undergo Family Reconciliation Counselling where this is appropriate
- support a young person to engage with a family planning provider to discuss sexual health and contraception; and apply for financial assistance when cost is a barrier to contraceptive access and use
- ensuring young parents are aware of the benefits of approved Early Childhood Education (ECE) services and supporting and encouraging them to enrol with Well Child and a Primary Health Organisation; and
- completing an Exit Youth Service Plan with the young person before they exit the Service

- develop and maintain positive working relationships with existing services and organisations

WORKING WITH NEET YOUNG PEOPLE

Your primary role is to provide a wrap-around service to NEET young people. Your responsibilities to the young people in your Service include:

- providing on-going support and guidance for each young person to ensure they achieve sustainable education, training or work-based learning, or employment outcomes
- facilitating the enrolment of a young person transitioning from the care of Oranga Tamariki
- getting the young person's agreement to participate in the Service, and uploading that consent to the Activity Reporting Tool (ART)
- getting the young person's agreement to allow the sharing of their information between the Provider, Ministry, schools and other relevant agencies for the purpose of carrying out the Service and uploading that consent to ART
- enrolling the young person in the service within 90 days of accepting the referral including uploading the enrolment consent form to ART
- completing an initial Youth Service Plan with the young person within 30 days of their enrolment
- the Youth Service Plan will include their current circumstances and determine if they require other services and/or interventions
- the Youth Service Plan must be signed by the young person as confirmation that it was completed with them
- meeting regularly with the young person, at least once every 90 days face to face, to review their Youth Service Plan
- coaching, mentoring and referring the young person to other appropriate services where further support is required,
- brokering and referring young people to appropriate full-time education, training, work placement and developmental opportunities
- completing an Exit Youth Service Plan with the young person before they exit the Service
- make any young parent aware of the benefits of enrolment in Well Child, a Primary Health Organisation and approved early childhood education (ECE) services and support and encourage them to access approved ECE or other suitable childcare while participating in education, training or work-based learning.
- support a young person to engage with a family planning provider to discuss sexual health and contraception; and apply for financial assistance when cost is a barrier to contraceptive access and use.
- develop and maintain positive working relationships with existing services and organisations

SPECIAL REQUIREMENTS

- Pass safety checking requirements of the Vulnerable Children's Act 2014
- Holds current full drivers licence
- Be available during 9am - 5pm weekdays, although actual working hours will be negotiated
- You are required to work from Te Hā o Mātauranga