

Position Description

Employment Specialist

Reports to Clinical Manager, AODTC

Service/Team Alcohol and other Treatment Court (AODTC)

About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We provide effective, evidence-based services that support wellbeing. We do this in partnership with tāngata whai ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest, to feel hopeful about their future and to have meaningful relationships with friends and whānau.

Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia

Tuia te muka tangata ki te pou tokomanawa

Ka tū mana motuhake, ka noho herekore i ngā waranga me ngā wero nui o te ao.

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.

Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare haumarū, he whare tūmanako hoki e tīni ai te tangata, he wāhi whakaaroaro, he wāhi ako, he wāhi tūhono anō hoki, mei kore e puta tātou ki te wheiao, ki te ao mārama.

We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future.

Key Responsibilities

Area of Responsibility	Performance Measures
<p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver services that honour the Treaty of Waitangi and diversity. • Complete assessments for AODTC participants, to match them to potential employers and/or relevant training opportunities and help them to develop individual employment/training plans. • Support participants to attend trainings, interviews, and other work preparedness activities that support their plans and goals. This includes: <ul style="list-style-type: none"> ○ Providing regular one to one or group-based support to help develop participants' skills to be training/work ready and/or to maintain vocational goals. ○ Liaising with family/ whānau and other relevant stakeholders regarding the participant's employment/ training plan.; this includes supporting participants to engage with external agencies, including judges, legal counsel, police and other AOD providers. ○ Completing referrals to appropriate agencies and external support as identified in participant's plan. • Use organisational processes to identify and minimise risk and liaise with senior staff as appropriate. • Write up and input whai ora case notes and reviews note into the Odyssey client database (HCC). • Be aware of when and how to seek assistance if tasks are outside scope of experience or knowledge level. • Undertake any associated administrative tasks that may be necessary to fulfil the requirements of the role. <p>Stakeholder Partnerships</p> <ul style="list-style-type: none"> • Co-ordinate and maintain partnerships with key stakeholders. This involves: <ul style="list-style-type: none"> ○ Liaising with, developing and maintaining an effective employer network across the region. ○ Establishing and maintaining positive relationships with other providers and referral agencies. ○ Seeking and collating feedback from sector, key stakeholders, AODTC participants and their whānau. 	<ul style="list-style-type: none"> • Feedback from AODTC participants and their family/whānau indicates that services are delivered in an inclusive and culturally appropriate way • Manager and other key stakeholders express satisfaction with the services provided. • Participants are assisted into employment in line with contractual requirements • Relevant data/information is collected for reporting purposes. • Client information recorded on HCC is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/ confidentiality requirements; HCC case reviews are kept up to date • Required service standards are met in line with contractual requirements as indicated through audits or internal reviews. • Meetings are held with employers, trainers and other key stakeholders as required. <ul style="list-style-type: none"> • Relationships /networks with relevant sector providers and agencies are established; positive feedback is received from those agencies/ providers • Training and presentations are delivered to providers/referring agencies as required • Relevant sector/client information is collected

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> ○ Delivering training and presentations about the service to other agencies and any other interested parties as appropriate. ○ Working collaboratively with other agency Work Brokers. ○ Working proactively to reduce stigma and discrimination. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Identify and act on any potential risks to self or others, including client/whai ora, whānau and other employees. ● Be familiar with and abide by the organisation's health and safety policies and reporting procedures, ensuring others do the same as required. ● Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. <p>Treaty of Waitangi</p> <ul style="list-style-type: none"> ● Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role. <p>Professional Development</p> <ul style="list-style-type: none"> ● Be proactive in own professional development. ● Attend relevant organisational training as required. <p>General</p> <ul style="list-style-type: none"> ● Attend and contribute actively to team meetings. ● Carry out any other duties delegated by the line manager that are in keeping with the scope of the role. 	<ul style="list-style-type: none"> ● Evidence that activities undertaken with stakeholders tackle the challenges of stigma and discrimination that participants of the service may face <ul style="list-style-type: none"> ● Risks (including Health and Safety, compliance and maintenance) are identified and reported ● Plans are put in place to resolve and/or mitigate potential problems as required ● Issues are escalated to relevant manager as required ● Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant ● Follows correct protocols when using safety equipment ● Workplace hazards are identified and plans are put in place to reduce/ eliminate these or the matter is escalated to the relevant authority <ul style="list-style-type: none"> ● Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role <ul style="list-style-type: none"> ● Has an individual development plan which is implemented ● Organisational training required for role is completed <ul style="list-style-type: none"> ● Regular attendance at team meetings and makes useful contributions ● Work is undertaken and completed. Commitment and flexibility is demonstrated.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Clinical Manager AODTC • AODTC team members • Operations Manager, Specialist Services • Other Odyssey employees 	<ul style="list-style-type: none"> • AODTC participants and their family/whānau • Wider AODTC stakeholders e.g., judges, police, defence counsel, Community Probation Service staff, AOD Treatment Court coordinators, judicial officers, Criminal Court registry staff • Employers network • Training providers network

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • 1-2 year's relevant work experience, including experience of working with people to help develop their skills, maintain vocational goals and/or gain employment • Experienced in networking and building relationships within the community, particularly with employers • A relevant qualification e.g., Diploma (or Bachelors) in Social Work, HR, Psychology or Health Science, or commensurate relevant experience • Experience of working in the health, social development, mental health or addictions sectors • Demonstrated interest and commitment to working with whai ora with AOD concerns • Experience in Motivational Interviewing and other relevant models of intervention • Experience of facilitating groups • An understanding of the Treaty of Waitangi and its relevance to this role • Full Current New Zealand Drivers Licence
Skills and Abilities
<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Ability to establish and maintain effective relationships with a wide range of people • Ability to work autonomously and co-operatively as part of a team • Ability to work under pressure, complete work on time and to a good standard • Demonstrated cultural sensitivity and rainbow diversity awareness; ability to work with diverse cultures • Willingness to consider other viewpoints and adjust decisions as appropriate • Self-motivated and ability to take the initiative and adapt to changing circumstances • Ability to deal with conflict and challenging situations • Ability to show discretion and tact • High regard for confidentiality and security, including client information • IT/word-processing skills

Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

Whakawhirinaki Trust	Reliable and shows great integrity
Pono Honesty	Transparency and openness underpins all actions
Haepapa Responsibility	Achieves and surpasses goals
Matapōpore Concern	Empathic and interested in the wellbeing of others
Aroha Love	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with clients/whai ora and whānau

‘Let’s Get Real’ Skills

The table below outlines the ‘Let’s Get Real’ framework skill level and competencies that are relevant to this role. Odyssey is committed to supporting employees to meet these competencies with the expectation that employees will be proactive in developing and demonstrating these skills.

Skill	Description	Competency Level (Essential)
Working with people experiencing mental health and addictions	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> Is supportive of employees and tāngata whai ora with mental health and addiction needs, focusing on their strengths
Working with Māori	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> Contributes to oranga and whānau ora for Maori employees and Māori tāngata whai ora with mental health and addiction needs
Working with whānau	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children
Working within communities	Recognises that people and whānau who experience mental health and addictions needs, are part of communities	<ul style="list-style-type: none"> Recognises that people and whānau who experience mental health and addictions needs, are part of communities

Challenging discrimination	Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs	<ul style="list-style-type: none"> Challenges discrimination, & provides/ promotes a valued place for employees and tāngata whai ora with mental health & addiction needs
Applying law, policy and standards	Implements legislation, regulations, standards, codes and policies relevant to their role	<ul style="list-style-type: none"> Implements legislation, regulations, standards, codes and policies relevant to their role
Maintaining professional & personal development	Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service	<ul style="list-style-type: none"> Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service