

Position Description

Peer Support Specialist / Tautoko-a-aropā

Reports to	Clinical Manager, AODTC
Service/Team	Alcohol and Other Drugs 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 tāngata 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.

Position Purpose

- Support AODTC participants to become more active participants in their own recovery by providing supportive engagement and role modelling.
- Work alongside individuals to nurture hope, personal power and to inspire them to move forward with their lives.
- Assist the AODTC team to deliver a high quality, culturally safe and responsive service to all stakeholders.

Key Areas of Responsibility

Service Delivery • Provide support to AODTC participants and their family/whānau to help them achieve effective outcomes and satisfaction. This includes holding 1-2-1 peer support sessions. • Support consultations and liaison between participants and their family/whānau and contribute to planning appropriate support interventions. This includes assisting participants to develop their own natural support networks. • Participate in the education and follow-up of participants and family/ whānau and relevant others regarding his/her support plan, this includes supporting participants' engagement with appropriate external agencies, including judges, legal counsel, police and other AOD providers. • Participate in group facilitation as directed by line manager. • Follow organisational processes to identify and minimise risk (clinical and non-clinical risk) and liaises with senior staff as appropriate. • Be aware of when and how to seek assistance if tasks are outside scope of experience or knowledge level. • Actively engage in personal recovery and demonstrate respect for the recovery journey of others. • Write up and input of participants clinical case notes and reviews into the Odyssey client database (HCC).	• Participants and family/whānau express satisfaction with support provided. • Appropriate education and follow up is provided. • Provides proactive input at meetings to discuss participant support plans. • Line manager expresses satisfaction with support provided to participants/their whānau and levels of involvement in planning meetings and group facilitation. • Risks are identified and reported to senior staff as per organisational processes. • Colleagues express satisfaction with level of cooperation and collaboration provided. • Line manager express satisfaction level of level of autonomy demonstrated. • Maintains professional standards and role models recovery and resilience principles. • Other external stakeholders express satisfaction with inputs and support provided. • HCC information 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.

Health and Safety • Identify and act on any potential risks to self or others, including participants, 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. Treaty of Waitangi • Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role. Professional Development • Be proactive in own professional development and attend relevant organisational training as required General • Attend and contribute actively to team meetings • Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role.	• 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. • Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role. • Has an individual development plan which is implemented. • Attends organisational training required for role. • Regularly attendance at team meetings and makes useful contributions • Other work is undertaken and completed. Commitment and flexibility is demonstrated.

Key Relationships

Internal	External
• Clinical Manager/members of AODTC team • Operations Manager – Specialist Services • Other Odyssey employees	• AODTC participants and their family/whānau • Wider AODTC stakeholders e.g., judges, police, defence counsel, Community Probation Service • AOD Treatment Court coordinators, judicial officers, Criminal Court registry staff

Person Specification

Qualifications, Knowledge and Experience
• 1-2 years' relevant experience including experience working in a peer-based position • Lived experience of alcohol and/or other drug use or abuse or mental health challenges • Experience of the justice/court system • Demonstrated awareness /self-reflections of recovery journey and strategies for maintaining resilience and wellness • Knowledge of te reo/tikanga Māori and/or the cultural customs and traditions of Pacific Peoples • Experience of working in social services, health, addictions and/or mental health sectors • Experience and expertise in using Microsoft suite applications • Understanding of and interest in Odyssey's work • Full New Zealand drivers' licence • Peer support (L3) training qualification is desirable
Skills and Abilities
• Ability to be a positive role model in regard to lived experience & recovery • Ability to mutually share and learn as the basis of building a peer relationship • Ability to create a shared peer relationship based on an equal power dynamic • People focused and strong influencing and communication skills • Ability to establish and maintain positive relationships with a range of people • Ability to work under pressure, complete work on time and to a good standard • Ability prioritise and work with limited supervision • Ability to deal with conflict and defuse challenging situations • Demonstrated cultural sensitivity and rainbow diversity awareness • Willingness to consider other viewpoints/ sources of information and adjust decisions as appropriate • Positive attitude and self-motivated • Ability to take initiative and adapt to changing circumstances • Ability to show discretion and tact • High regard for confidentiality and security, including client information • Fluency in English and strong communication skills • Good IT/word-processing skills • Ability to acknowledge own limitations and be proactive on own self-development

Ngā poupou | Pillars

Guiding Principles for employees and tāngata whai ora.

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 skills that are relevant to this role. Odyssey is committed to supporting employees to meet these competencies with the expectation that kaimahi will be proactive in developing and demonstrating these skills.

Skill	Description
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.
Working with Māori	Contributes to oranga and whānau ora for Māori employees and Māori clients/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.
Working within communities	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.
Applying law, policy and standards	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.