**Position Description: Kaitohu Rangatahi – Whare Hiwa**

**Our Commitment**

We believe that, by supporting individuals and whānau as they work to answer their greatest needs and achieve their life goals, we can see entire communites transformed.

We are committed to supporting the vulnerable in our communities through the provision of support services that provide housing, youth development and training, food support, counselling, financial mentoring, in-home healthcare and early childhood education and learning.

Our Visionwest Te Tiriti o Waitangi Policy affirms Visionwest’s commitment to our responsibilities under Te Tiriti o Waitangi. Visionwest aspires to embody the wairua of Te Tiriti in its internal relationships, in its relationships with whānau, local Iwi, Hapū, Māori Service Providers and with other faith-based organisations working for equity, Māori aspirations and responsiveness to whānau hardship. This relationship is intended to be one of warmth, hospitality, and reciprocity, one that promotes equity, knowledge sharing and collective benefit.

**Purpose of the Role**

Reporting to the Kaiārahi Team Leader – Youth Housing, the role will primarily support the well-being of wāhine living at Whare Hiwa, and assist with MyWhare rangatahi where possible. The role’s core responsibilities will be to support wāhine to learn practical and relational living skills through a kaupapa Māori lens and to ensure a culturally and practically safe environment for wahine at Whare Hiwa. The Kaitohu Rangatahi will also engage with community and whānau networks as appropriate to support positive opportunities and outcomes for those living at Whare Hiwa.

**Role Responsibilities**

**Pastoral Care for Rangatahi**

* Provide a safe place for rangatahi to voice their cares and concerns and to work through issues that arise as you support them to live confidently in their own mana and place of belonging in the world.
* Use appropriate tikanga and mātauranga Māori informed practices in all interactions and engagements with rangatahi and their whānau.
* Show regular and sustained interest in the lives and circumstances of rangatahi as they navigate this important time.
* Connect rangatahi to appropriate additional supports, both within Visionwest and in the wider community, to help support their wellbeing, goals, and aspirations.
* Provide pastoral care to rangatahi throughout their involvement in the programme (one year): before, during and following engagement in employment or education opportunities. This support should encourage re-engagement and/or new engagements whenever challenges arise for rangatahi.
* Support the MyWhare rangatahi where possible.

**Mentoring & Coaching Rangatahi**

* To act responsibly in the support of residents at Whare Hiwa and MyWhare, role modelling how to successful navigate a flatting environment and early adulthood and offering residents the chance to learn about their whakapapa and cultural identity.
* Support rangatahi to discover and develop their own positive life choices and to make their own plans and actions for positive outcomes.
* Work alongside the team in providing one-on-one and group based mentoring in a coordinated way.
* Provide mentoring and coaching in skills development as identified in rangatahi plans.  These skills may include, but are not limited to: self-reflection, decision making, hauora and wellbeing, CV writing, job search and interviewing, basic computer skills, customer service, health and safety, work experience placements and targeted training.
* Plan and supervise practical tasks as appropriate and oversee any placements provided for by the programme.

**Relationships and Influence**

* To foster strong, reciprocal relationships with the resident flatmates of Whare Hiwa and/or MyWhare, acting and becoming a key support person to them on their cultural journey.
* To actively collaborate with and report to the Kaiārahi Team Leader - Youth Housing and other staff within youth housing, filling gaps in programme rosters with a specific focus on cultural learnings.
* To build relationships with other youth housing professionals for opportunities to grow, learn and adapt, especially via the Manaaki Rangatahi Kaupapa Māori collective.
* To ensure tikanga Māori practices are embedded at Whare Hiwa, ensuring that a positive and safe cultural environment is provided for all the residents, and connections to the wider Huia Mai and Visionwest team are developed and sustained.

**Other Responsibilities**

* To maintain the security and health and safety protocols to keep residents safe within Whare Hiwa. This will include conducting safety checks of rooms from time to time as required.
* To support and guide young people to build connections with their whānau, hapū, iwi and marae, and to strengthen their sense of identity and belonging.
* Conduct cultural assessments with the residents of Whare Hiwa, offering opportunities to learn about their culture and language, including possible trips to spend time on marae or at important whānau and cultural events, connecting wāhine with people and places relevant to their culture.
* Encourage a supportive environment and create opportunities where they can participate in kaupapa Māori activities within Whare Hiwa and the community.
* To support some after-hours activities with the residents of Whare Hiwa, offering the young people opportunities to learn and grow and bond together as flatmates.
* Be part of an on-call roster providing support when necessary to wāhine in Whare Hiwa afterhours.
* To be part of the co-design, implementation, and management of the guidelines and tikanga within Whare Hiwa at all times, ensuring there is active buy in from the wāhine in the programme, with support from the other workers in youth housing and Kaiārahi Team Leader – Youth Housing.
* To ensure that Whare Hiwa has good routines for meals and home- keeping responsibilities, offering residents coaching and support where required.
* To attend to the necessary administration and documentation of the whare as required.
* To be available to attend to other reasonable duties in line with the purpose of the position at the direction of the Kaiārahi Team Leader - Youth Housing and Pou Ārahi Whānau Services.

**Personal Expectations**

* Have a learning attitude and actively seek opportunities for personal and professional development (both internally and externally)
* Be proactive in own practices to ensure a safe working environment for own self and colleagues including prompt reporting of accidents, incidents, and hazards
* Fatigue management to be front of mind and escalated where required to ensure positive outcomes for all.
* Ensure that the vision, mission, and values of the Trust are reflected in own work practices and workplace relationships (internal and external) including working from a Kaupapa Māori framework.
* Administration and data is kept accurate and is recorded in a timely and appropriate way, including the use of CRM and/or other appropriate mediums.

**Expected Outcomes**

* To ensure information is secure and privacy and confidentiality is always maintained.
* Cultural learning within Whare Hiwa is delivered consistently and with a strengths-based methodology.
* Resident flatmates feel supported, equipped and able to grow and develop.
* Resident behaviour aligns with the goals of this programme (supporting them to gain independence and success). True alignment is demonstrated through residents’ actions, with those that are not succeeding being promptly and appropriately addressed in accordance with the mana enhancing values and tikanga of Whare Hiwa.
* Whare Hiwa holds to the values of Visionwest Waka Whakakitenga, centred on hope and transformation for the resident flatmates.
* The integration of resident flatmates at Whare Hiwa in the broader Visionwest community activities at Glendale Road.

**Key Relationships**

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| --- | --- |
| **Team:** | Ōhinga Tū |
| **Reports to:** | Kaiārahi Team Leader – Youth Housing |
| **Direct reports:** | None |
| **Key internal relationships:** | * Kaiārahi Team Leader - Youth Housing
* Other Kaimahi in Whare Hiwa
* Pou Ārahi Whānau Services (GM)
* Ōhinga Tū kaimahi
* Mātanga Oranga and Whānau Centre kaimahi
* Head of Māori Development and Head of Service Development and Partnerships
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| **Key external relationships** | * Rangatahi and their whanau
* Network organisations
* Manaaki Rangatahi Youth Homelessness Collective
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**Any of the accountabilities, reporting relationships, or other matters, which are specified above, may from time to time be altered by the Trust/ Visionwest Community Trust following consultation with you.**

**Requirements of the role**

**The Kaitohu Rangatahi – Whare Hiwa will ideally possess the following:**

**Qualifications & Experience:**

* Relevant qualification - a level 4 qualification, or above in Youth Work, Te Reo me ona tikanga Māori or similar field would be highly advantageous.
* Experience working with vulnerable rangatahi and/or whānau.
* Experience in workplace placement or work brokerage.
* Understanding of and alignment with mātauranga Māori informed approaches.
* Experience in participating fully as part of a dynamic team.
* Experience in pastoral care and support.
* Experience in mentoring, coaching and/or facilitation.
* Good computer skills, particularly with MS Office Software- report writing is part of this role.

**Skills, Knowledge, Abilities:**

* Understanding of, and competency in, te reo me ngā tikanga Māori.
* Able to work confidently within the values of Visionwest Community Trust – aroha, whanaungatanga, manaakitanga and mana.
* Able to embrace Visionwest’s kaupapa Māori journey and our Kaupapa Māori framework: He Pou Whakakitenga
* Drivers licence and the flexibility to work non-standard hours as required.
* Able to work with rangatahi and whānau Māori, Pasifika, and those from any culture.
* Effective time management and work management skills. Organised, proactive.
* Assessment and planning skills.
* Learning and behaviour management.
* Able to develop strategic relationships
* High integrity. Supportive of others. Flexible and adaptable
* Good communication skills. Verbal and written competency. Good level of computer literacy.

**Objectives of Visionwest Community Trust**

The values and objectives of Visionwest Waka Whakakitenga can be found on our website - <https://visionwest.org.nz/about-us/our-story/>.

**Employee Declaration:**

*I have read and understand the above Position Description for Kaitohu Rangatahi – Whare Hiwa, and accept it.*

Name:

Signature: ………………………………………………. Date: ………………………………………