

Tūranga Mahi:	Kaiārahi Rangatahi Taiohi Programme Co-ordinator
Haora:	37.5 hours per week
Wāhi Mahi:	Tū Māia Rangatahi Hub
Kaitautoko:	Kaiwhakahaere Toitū Oranga, Toitū Rongoa

Kawatau o te Pakahi | Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Āheitanga Matua | Key Responsibilities:

- Responsible for the creation and Facilitation of a mixture of Wananga and workshops specifically targeted for Taiohi 10-14 year olds.
- They will be responsible for developing the project plan for the 12months and bringing in different specialists/contractors for different segments as required, both internal staff and external contractors
- Responsible for ensuring that we meet all the KPI's and contractual requirements for the Taiohi Rangatahi contract and our Te Ao Auahatanga Hauora contracts
- Developing programme and content for wānanga and workshops and providing any supporting documents and resources.
- Assist with the holding of an quarterly rangatahi whānau days to ensure Taiohi have a forum to discuss key concerns and provide a rangatahi voice into TPOOM's service delivery. Create and hold a graduation ceremonies for rangatahi that have successfully completed the programme
- Developing strong relationships within the whānau, hapu and iwi to ensure that the wananga & workshops are completed in their areas are fit for purpose
- Warm, friendly face for initial whānau engagement in TPOOM services
- Enrolling whānau/clients into TPOOM through the two contracts and ensuring that they all have a initial Whānau Assessment and an individual WO plans created
- Ensuring all the clients have been inputted correctly into Ara Whanui and are kept up to date.
- Making referrals to relevant internal and external services in line with WO plans.
- Ensuring that all WO plans are kept updated so they are current and in line with the needs of the different Taiohi
- Proven experience in delivering rangatahi development programme
- Designing, implementing and reporting on Rangatahi Whānau Ora plans

- Supporting rangatahi to achieve self-directed goals and plans
- Provide accurate data and information for monthly dashboards and regular reports to TL & manager.
- Undertaking additional tasks as required by TL/ Manager within reason.

Ngā āhuatanga | Competencies, abilities and attributes:

- Proven facilitation experience.
- Experience with Whānau Ora approach to wellbeing. (WO or equivalent background)
- Experience working with rangatahi in a school setting
- Excellent writing, reporting, analytical and communication skills
- Proven ability to contribute to a positive team environment
- Attention to detail, confidentiality and professionalism.
- Ability to work under pressure and ensure deadlines are met
- Great report writing skills
- Ability to engage, develop and maintain relationships with rangatahi and their whānau, employees and relevant stakeholders
- Commitment to the Vision and Values of Te Puna Ora o Mataatua
- Strong facilitation background, 3-5 years experience with a focus around rangatahi.
- Knowledge and commitment to Te Reo me ōna Tikanga Māori