



## Job Description Youth Mentor

<b>Position:</b>	Youth Mentor
<b>Reports to:</b>	Team Leader, Youth Services
<b>Reviewed:</b>	March 2019

### Purpose

The primary purpose is to assist young people (taitamariki) to develop their knowledge and skills so that they are able to confidently participate in to Ao Māori and in the wider world.

This position requires the mentor to be available to work outside normal work hours, travel and mentor taitamariki in need of 1:1 support to reduce their risk of offending / re-offending. The successful applicant will be expected to have good knowledge and understanding of Ngāpuhitanga and be able to successfully engage with taitamariki/teina, their whānau and their marae communities.

The Mahuru team provides services and programmes along a continuum from low to high level offending. These include: Māori Youth at Risk; Community Youth Programmes; Court-ordered Mentoring; Court Supervised Camps, Supported Bail, Supervision with Activity and Remand.

At the high end, the Remand Service supports teina who have been remanded to NISS under s.238(1)(d) of the Oranga Tamariki Act 1989, to **not**:

1. Abscond
2. Commit further offences
3. Tamper with the evidence, or
4. Interfere with any witness while they are detained with NISS, pending hearing.

### Expectations/commitments/requirements:

The mentor will be expected, as a component of this role and in consultation with their team leader to:

1. Develop, implement and monitor individual plans with teina that cover the period that they are placed with NISS. Plans must be agreed and signed by both teina and Team Leader
2. Provide regular 1:1 mentoring
3. Be prepared to lead and facilitate groups of taitamariki participating in programmes run by NISS.
4. Be a strong, supportive team-player.

Key Area of Activity	Accountabilities	Measurement Methods
<b>Relationships</b>	<ul style="list-style-type: none"> <li>▪ Ensure that all approaches are Taitamariki-centred, and responsive and flexible enough to align with and support tai tamariki aspirations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Taitamariki satisfaction surveys</li> <li>▪ Complaints/compliments procedure</li> </ul>

Key Area of Activity	Accountabilities	Measurement Methods
	<ul style="list-style-type: none"> <li>▪ Develop a partnership approach that encourages whanau and marae communities to take increasing ownership of ongoing activities to support Taitamariki development.</li> <li>▪ Maintain a clear focus on taitamariki well-being and safety</li> <li>▪ Provide 1:1 mentoring for tai tamariki, as confirmed by the team leader.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reduced barriers to achieving positive educational, social and health outcomes</li> <li>▪ Up-to-date notes and documentation</li> <li>▪ Monthly activity reports received by the Team Leader</li> <li>▪ Observation and appraisal by Team Leader</li> <li>▪ Demonstrated understanding of the mentor role</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>▪ Ensure that all issues, decisions, etc., associated with the development, implementation and delivery of wānanga are clearly recorded and provided to the Co-ordinator.</li> <li>▪ Ensure all relevant forms are completed, e.g. 'Informed (Parental) Consent'.</li> <li>▪ Provide monthly written reports to team leader</li> <li>▪ Ensure risks are identified and addressed appropriately, in consultation with the Team Leader.</li> <li>▪ Ensure resources are adequate to deliver planned activities.</li> <li>▪ Ensure evaluation forms are completed.</li> <li>▪ Provide advice to management on possible improvements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Leader and collegial feedback</li> <li>▪ Regular participation and involvement in planned tai tamariki activities</li> <li>▪ Education in severity and frequency of offending</li> </ul>
<b>Stakeholder relationships</b>	<ul style="list-style-type: none"> <li>▪ Maintain positive working relationships with relevant stakeholders.</li> <li>▪ When required, work with other agencies (both government and NGOs) to meet the needs of Teina and their whānau.</li> </ul>	
<b>Training and development</b>	<ul style="list-style-type: none"> <li>▪ Participate in training as required.</li> <li>▪ Undertake professional and peer supervision as directed.</li> <li>▪ Take responsibility for self-development and up skilling.</li> </ul>	

## Personal Attributes

### 1. Skill based attributes:

- Knowledge of Te reo Māori me ngā tikanga o Ngāpuhi
- Strong interpersonal skills
- Strong facilitation skills
- Highly developed written and oral communication
- Report writing ability
- Creative thinking and problem-solving ability
- Ability to develop high quality relationships with internal and external stakeholders
- Computer literate and competent on standard Microsoft Office applications
- Initiative and decision-making ability
- Ability to plan with attention to detail
- Ability to work independently without direct day to day supervision (able to work alone while contributing to wider team)

### 2. Personal related attributes:

- A willingness to participate in team and organisation activities
- Maintain a high professional standard at all times.
- A sense of humour.

### 3. Desired qualifications and experience:

- Familiarity with the 'Dynamics of Whanaungatanga' and 'Mauri Ora' programmes
- Proven practice in working with young people, particularly Māori
- Full, clean NZ Driver Licence.
- Sound developmental knowledge of young people especially in relation to mental health