

Kaiwhakawhiwhi Mahi – Employment Co-ordinator Job Description

Job Title:	Kaiwhakawhiwhi Mahi – Employment Co-ordinator
Reports To:	Kairuruku Akoranga Matua – Programme Co-ordinator
Contract Term:	Permanent – Part-time
Location:	Taranaki

Te Heru Māpara Vision

- » Whāngaia te kura ki tua o te heru Māpara | Nurture the seed beyond the expected
Creating future leaders for our communities, whānau, hapu and iwi.

Te Heru Māpara Mission

- » Kia whakamaru te tū o te tangata | Empower the stance of the individual
Empower our people to contribute to the wellbeing of our communities, whānau, hapu and iwi.

Te Heru Māpara Values

- » We will act with manaakitanga, humility, respect, patience, tolerance, and compassion
- » We will show resilience, fortitude and go the extra mile to achieve successful outcomes for our learners
- » We will strengthen and grow the whole person with a focus on the well-being of the individual and whānau.
We strive to grow their confidence, self-pride, and Mana.

The Maru Ora Framework

MARU PAE

Strengthening our Connections

Establishing connections and building relationships with the learner and whānau.

MARU MURI

Understanding and learning from our history

Understand where our people come from, their journey, experience and foundations of the past then address any barriers to learning and engagement.

MARU ROTO

Strengthening Within

Strengthening within by building life skills, resilience, cultural capital, and well-being to enable better lives and personal empowerment.

MARU TIKETIKE

Reaching for the heavens, celebrating achievement and success

Celebrating and supporting learner success through real change, employment outcomes or further education and training.

MARU TAHA

Strengthening relationships and partnerships

Engaging with stakeholders and employers to create pathways for our learners.

MARU MUA

Strengthening our future

Strengthening Maru's future through training, education, tools for learning and skills required for a successful career, meaningful employment, or further education.



The Maru Ora Framework is a Ngāti Maru and Te Heru Māpara approach to Pastoral care and ensuring our learners are supported and have every opportunity to be successful in their educational and training pursuits. We believe these six Maru Pou will help ensure that our learners can be successful in becoming future leaders and positive contributors to their communities, whānau, hapū and Iwi.

The Maru Ora Framework will underpin our approach to our programs, delivery, program development and the learners experience.

Primary Objectives

- To be responsible for the employment and personal growth of the clients in your care
- To deliver short, skill focussed interventions to support clients to gain and achieve sustainable employment
- To work closely with individual clients, on a one-to-one basis to gain employment
- To assist in the implementation of the goals and objectives of Te Heru Māpara
- To meet with employers to build strong relationships
- Communicate positively within the team
- The expectation is the Kaiwhakawhiwhi Mahi will help the client source employment opportunities through their networks and assist clients into employment

Programme Content

- A recruitment process with designated Work and Income Service Centres/Community Links, including completing correct enrolment requirements for the programme and client
- Carry out individualised needs assessment for each client to identify skills, barriers to employment and what support is required to overcome these barriers
- Working in partnership with the client, develop a plan on how to address these barriers, leading to the achievement of realistic and achievable employment opportunities
- Registration of clients on MyAccount or MyMSD
- Assessing the skills, qualities, abilities and potential of each client
- Provision of a comprehensive curriculum vitae and cover letter for each client
- Providing clients with specific skills to gain sustainable employment
- Determine what activities are suitable for the client, this could be a combination of one-to-one support, group activities or on-line learning modules
- Determine the level of commitment required by each client per week, bearing in mind that the service needs to ensure a level of commitment from clients to achieve results
- Linking delivery to the achievement of a licence, certificate, NZQA recognised unit standard or similar recognition of on-going value to employers that will assist in longer term employment opportunities wherever practicable
- All clients must obtain, at least, a learner's driver licence or progression to a restricted driver licence whilst enrolled in the service
- Active on-line job searching for each client

Employment Placement

The Kaiwhakawhiwhi Mahi will assist all clients to achieve suitable and sustainable employment by:

- Support clients to complete a self-assessment of their immediate goals, their employment goals and longer-term goals
- Support clients to develop a plan on how their employment aspirations can be achieved, and prepare them to face employers with topics such as: understanding the pathways to success in their chosen field and relevant current employment market information
- Providing on-going support and guidance to clients
- Identify barriers to employment and provide a plan/strategy to overcome these
- Arrange interviews for clients with employers
- Identify and link clients to employment opportunities
- Assisting in return-to-work calculations i.e., Working for Families
- Assisting clients to apply for OSCAR subsidies for children
- Arrange work experience within four weeks of commencing the service
- Ensure the client can produce a professional cover letter within three weeks of commencing the service
- To ensure all clients have employments within four weeks of completing the 20-week service

To provide post placement support:

- The Kaiwhakawhiwhi Mahi will deliver post placement support for up to 91 days
- Post placement support will be delivered as required for each client, to ensure they manage any issues that may arise during the transition period
- Each client will have a minimum of one face-to-face follow up meeting and an average of one telephone contact per month
- All post placement support must be documented
- Where a client has not been placed into employment at the end of the 20 weeks, a withdrawal report is required to be sent to MSD
- Following up any client that has not gained employment during the 20-week service is required for the 4-week period following the end of the service to aid the client in their job search

Reporting:

- Employment placement notification confirming client's employment placement within 48 hours of the client gaining employment through the Employment/Education Outcome Confirmation report
- For clients not gaining employment or further education outcomes, withdrawal and exit forms must be completed within 48 hours
- Monthly report per client, including 91-day outcomes
- Six-monthly report
- Aggregated Discretionary Cost Expenditure report, detailing individual client activities funded