

CONNECTING COMMUNITIES WAIRARAPA

Life Skills Coordinator

JOB DESCRIPTION

Job Title:	Life Skills Coordinator
Employed By:	Connecting Communities Wairarapa (CCW)
Responsible to:	Service Coordinator
Responsible for:	The Life Skills Coordinator is responsible for delivering services through the Life Skills Team, in accordance with the contracts and their Outcome Agreements
Position Purpose:	To support the coordination and delivery of Life Skills services e.g. SuperGrans, Building Financial Capability. To ensure an effective and timely response to the needs of service users and volunteers.
Date:	25 July 2017
Location:	Connecting Communities Wairarapa Wairarapa Community Centre, 41 Perry St, Masterton
Hours:	Minimum 30 hours per week, days and hours to be agreed with the General Manager
Hourly Rate:	\$21
Driving:	Must have current/valid driver's license.

Important Functional Relationships:

Internal	External
General Manager CCW Service Coordinator CCW Team Leader CCW CCW staff	Work and Income Local Community Agencies SuperGrans Board Connecting Communities Wairarapa Board.

FUNCTIONS:

Work actively to coordinate and deliver life skills services through Connecting Communities Wairarapa.

- Use the Building Financial Capability, SuperGrans and Strengthening Families service models when developing a focused plan that will suit the person and their situation/whanau.
- Work from a strengths-based approach to reduce the cycle of crisis where possible.

- Be empathetic, have cultural understanding and experience, be able to coach and empower people, and be open-minded
- Use other relationships and networks in the social sector to support their work to ensure people get the right support at the right time (for example, mental health, addictions, housing, etc.)
- assess whether the support as service user requires should be one-on-one, or group/peer-led support.
- Support the Service Coordinator to recruit, train and support a team of volunteers to deliver a range of life skills services.
- Maintain database systems

These services contribute to the governments Community Investment Outcomes by:

- ✓ Supporting vulnerable children, children in hardship and reducing child maltreatment;
- ✓ Supporting vulnerable young people, including young offenders, youth and reducing youth crime:
- ✓ Supporting adult victims/survivors, addressing perpetrators behaviour, and reducing violent crime.

Location: Wairarapa Community Centre, 41 Perry Street, Masterton.

KEY RESULT AREAS:

The position of Assistant Coordinator encompasses the following functions or Key Results:

1. Co-ordination:

- Liaise with Service Coordinator, volunteers and CCW staff.
- Assist the Service Coordinator with the referral and case management system
- Maintain regular communication systems with volunteers and key external agencies.
- Maintain database, email network, data and filing systems
- Attend external meetings as requested by the Coordinator.
- To sensitively deal with confidential information and privacy issues.

2. Case Management

- Assess service user needs and develop a wrap-around plan with them, having regard to individual and group services available through Life Skills Services.
- Allocate volunteers to support service users
- Liaise with external agencies to support wrap around plan and engage relevant agencies.
- Deliver Building Financial Capability Services according to the required service model

3. Volunteer Service Support:

- Recruit and train volunteers

- Support and mentor volunteers

4. Financial:

- Assist the Service Coordinator and General Manager with the funding strategy for Life Skills services
- Assist with Service Coordinator and General Manager with finance management system for Life Skills services

5. Planning:

- To assist the Service Coordinator with business planning for the services and working to achieve outcomes.

6. Reporting:

- Provide written progress reports on service delivery when requested (*usually monthly*).

7. Publicity:

- Ensure current information is available about the services through websites, social media, local community networks, events & medias requested.

Any other duties as reasonably required by General Manager.

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Life Skills Coordinator

PERSON SPECIFICATION

We are looking for someone who has...
An ability to courteously and sensitively interact with others and relate to a diverse community.
Is comfortable and capable when working with Maori and Pacifica people and demonstrates commitment to the Principles of the Treaty of Waitangi.
Can work with people to identify their own needs and develop action plans to meet these needs
Can demonstrate ability to establish and mentor peer support & learning groups e.g. Money Mates, SuperGrans Life Skills groups and Volunteer Support Groups.
An ability to deal with sensitive and confidential information.

Has demonstrated an ability to work co-operatively and collaboratively within a team environment
Strong organizational skills with the ability to multi-task
Excellent written and verbal communication skills
Has demonstrated ability to manage work initiative and self-motivation
Proficient computer literacy
Experience of office management systems and procedures
Effective time management and ability to prioritise work
Act as a point of contact for internal and external clients