



Position Description

YOUTH TRANSITION WORKER

Department:	Family Works
Location:	Greymouth
Reporting to:	Greymouth Manager
Direct Reports:	N/A

ROLE DESCRIPTION

The aim of this role is to provide a more gradual and supported transition for young people from care, to help them get a good start to their adult lives. The role is to assist young people in the development of skills and knowledge over time, support them to develop and learn from their experiences with a focus on building and strengthening a network of support, which can endure into their adult lives. Transition workers will take a youth-led approach that empowers the young person to have more say and increasing responsibility for themselves.

The role engages and networks with the services and activities within the broader community and Presbyterian Support Upper South Island.

Key Relationships	Purpose of interaction
Internal Manager Greymouth Youth Transitions colleagues in Nelson and Blenheim Presbyterian Support Upper South Island (PSUSI) colleagues	Communication and support Communication and support Support with service delivery and advice Liaison
External Clients and their whānau Oranga Tamariki Referrers Community groups	Communication, support, and advocacy Liaison Liaison and networking

TRANSITION SUPPORT FOCUSES ACROSS THREE DISTINCT STAGES

Preparation	<p>Whilst the young person is still in care, the OT Social Worker is the lead worker and the Transition Workers' main focus is on building a relationship with the young person, supporting implementation of the transition plan and connecting the young person to opportunities to broaden their networks of support and confidence.</p>
Active-Transition	<p>As the young person leaves care, the Transition Worker becomes the key support role and maintains proactive contact and support with young people at the age of 21 years. This will involve helping them to navigate the services and support they need.</p>
Post-care Support	<p>Young adults can request advice and assistance to the age of 21 years. Should they require face-to-face support, this will be delivered by the Transition Worker.</p> <p>Some young adults with higher needs may require on-going proactive support for a longer period and the Transition Worker may hold a coordination role whilst ensuring appropriate adult services are in place and the young person is receiving the support they need.</p>

KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
<p>1. To provide effective individualised support, advocacy and case management for referred young people</p>	<ul style="list-style-type: none"> • Responds appropriately and in a timely manner to referrals • Appropriate goal-focused and timely assessments, interventions, goal plans and support are provided that are based around the young person's strengths and needs to build confidence in their abilities to be independent • Offers services regularly in a range of settings to meet the needs of the client • Provision of regular communication with relevant providers and other stakeholders as required for effective support and advocacy. • Develop and maintain a trusting and respectful relationship with the young person with clear boundaries and create a positive and respectful environment that supports the person to work towards their goals.

	<ul style="list-style-type: none"> • Develop and maintain a broad knowledge of support that is available for young people in the community. • Establish and proactively maintain positive working relationships with community groups and service providers.
2. Carry out timely and accurate administration to support the face-to-face function of the role.	<ul style="list-style-type: none"> • Capture and maintain client information using the Family Works database. This includes maintaining client details, assessment information, evaluations, goal plans, and activity management • Ensure progress and statistical data is recorded regularly, accurately and consistently • Timely collation and provision of reporting information as requested by line manager; this may include case studies and a narrative related to service delivery • Ensure that legal requirements of the relevant legislation are met including <ul style="list-style-type: none"> ○ Where appropriate, consultation with appropriate senior staff about any area of concern involving care and protection or risk management of a child or young person. ○ Produce clear and relevant written records of any issues as determined by the legal requirements of the relevant Acts
3. Actively contributes to the sustainability of PSUSI services	<ul style="list-style-type: none"> • Protects and promotes the PSUSI brand to ensure a positive reputation in the community • Is supportive of and actively contributes to fundraising and marketing initiatives where required, such as providing client stories to the Business Development team.
4. Stays up to date with advancements in field and has a focus on professional development	<ul style="list-style-type: none"> • Professional development opportunities are sought proactively for self • Development requirements are signaled in advance to line manager for approval • Competence and skill level are maintained to perform role to highest ability • Maintains a good understanding of current best practice in field of work and adapts accordingly. • Preparation for and attendance at monthly 1-2-1 coaching sessions and clinical supervision • Meets objectives set as annual performance reviews
5. To continue to develop cultural practices which are inclusive of Māori cultural concepts, values, beliefs and practices, including commitment to the ongoing usage of Te Reo Māori.	<ul style="list-style-type: none"> • Continued commitment to the development and achievement of PSUSI's cultural framework, Te Rauemi Atawhai • Where appropriate seeks assistance on cultural matters either internally or externally • Where appropriate, combines the value of our Māori partners to ensure the underserved in our community have their needs met across social, cultural and economic sectors.

<p>6. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.</p>	<ul style="list-style-type: none"> • Ensures that a safe and healthy working environment is always maintained • Actively contributes to a safety and well-being conscious culture and attend H&S meetings as required. • Complies with Health and Safety policies, regulations and legislation • Takes responsibility for own health and safety and ensures no action or inaction harms others in the workplace • Is aware and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly • Has knowledge and is able to apply emergency procedures as required
<p>7. Attends to other duties as required</p>	<ul style="list-style-type: none"> • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of this position. Duties and responsibilities can be amended from time to time by Presbyterian Support Upper South Island.

PERSON SPECIFICATION

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Relevant professional qualification (Social Work, Counselling, Psychology) or significant equivalent experience • Full, clean driver's license 	<ul style="list-style-type: none"> • Current professional registration

Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated experience working with similar client base and an understanding of the range of opportunities and challenges influencing this group • A working knowledge of relevant legislation including Oranga Tamariki Act 1989 and Family Violence Act 2018 • An understanding of the impact of trauma, adolescent brain development and youth development approaches • Sound computer skills including: the use of email, internet, and Microsoft applications (Word/Excel/PowerPoint). Experience with OneDrive , SharePoint ,Paua operating systems desirable) • Open and adaptable to pick up new IT systems 	<ul style="list-style-type: none"> • Experience in working with Māori and Pacifica

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| <ul style="list-style-type: none">• Demonstrated ability to respect and adheres to confidentiality and professional boundaries | |
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Skills and Personal Attributes:

- Passionate about working with young people
- Non-judgmental, resilient and persistent
- Motivated and enthusiastic to make a difference
- Able to take responsibility, show initiative and is punctual and self-motivated
- Able to work flexibly to provide services in a range of settings including office, school, home based or group coaching
- Highly organised with the ability to prioritise and meet expected deadlines
- Ability to manage confidential information with responsibility and integrity
- Commitment to ongoing professional development
- Ability to manage stress and handle emotional situations while retaining empathy
- Able to make sound, informed decisions based on services available and client needs
- Excellent interpersonal skills – ability to build rapport and trust with clients, colleagues and stakeholders
- Creative problem solving
- Possesses highly developed communication skills including listening and mediation.
- A commitment to high quality of work and professionalism
- Commitment to the mission and values of Presbyterian Support Upper South Island
- Openness to and enjoyment of differences in values, beliefs, and cultural practices
- Understanding of the principles of the Treaty of Waitangi