



Presbyterian Support
Upper South Island

Position Description

YOUTH MENTOR COORDINATOR

Position Title:	Youth Mentor Coordinator
Reporting to:	Manager Marlborough
Responsible to:	Manager Marlborough
Direct Reports:	NA
Internal stakeholders	Manager Nelson/Marlborough/West Coast Team Leaders People, Culture & Wellbeing Manager Other PSUSI Volunteer Coordinators Other Marlborough site employees Quality & Risk Manager Volunteers
External stakeholders'	Mentoring Clients & their families Relevant local agencies

ROLE DESCRIPTION

The purpose of this role is to establish an effective Volunteer Mentoring programme in Marlborough including recruitment, training and retain appropriate volunteers to provide 1 on 1 support for young people in the Marlborough community.

Job Information:

Remuneration Grade: 11
Financial Authority/D. A: N/A

KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
<p>1. Develop, implement, and maintain an effective Volunteer Mentoring programme.</p>	<ul style="list-style-type: none"> • Develop an effective and compliant mentoring programme in line with other PSUSI mentoring programmes. • Develop relationships with potential mentees and their families as well as their natural networks to insure a holistic approach. • Maintain a clear focus on child well-being and ensure their safety at all times. • Undertake an assessment of the strengths and needs of the mentee and their family/whanau and endeavour to place them with a suitable mentor for a fixed time period. • Ensure all Volunteers and Mentees within the programme maintain appropriate professional boundaries. • Maintain accurate records and provide reporting to Area Manager as required. • Gain written consent of parent/caregiver prior to engaging with mentee and ensure all appropriate vetting has been completed for volunteers. • Clarify the issues and goals of young people, their families, and the volunteer mentor
<p>2. Recruit, train and retain volunteers for the mentor programme.</p>	<ul style="list-style-type: none"> • Proactively promote volunteer opportunities to appropriate agencies and in the community • Carry out thorough vetting of volunteers prior to accepting them onto the programme. • Build an adequate database of appropriate Mentoring volunteers to ensure community needs can be met. • Provides adequate and thorough training and regular support and supervision to volunteers. • Ensure volunteers are valued and recognised for their contribution in line with PSUSI Volunteer strategy. • Ensures safety, support and wellbeing of volunteers working in your team. • Ensures volunteers duties and tasks are carried out in a safe and appropriate manner. • Ensures professionalism and respect in all interactions with PSUSI Volunteers
<p>3. Raise community profile of PSUSI and mentor programme within the Marlborough region.</p>	<ul style="list-style-type: none"> • Advocate for the service within the wider Marlborough community • Advocate with other agencies in the interests of student and their families • Develop and maintain professional relationships with schools and other relevant agencies in Marlborough • Protects and promotes the PSUSI brand to ensure a positive reputation in the community.

4. Actively contributes to the sustainability of PSUSI services.	<ul style="list-style-type: none"> • Is supportive of and actively contributes to fundraising and marketing initiatives where required.
5. 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 signalled in advance to line manager for approval. • Competence and skill level is maintained to perform role to highest ability. • Maintains a good understanding of current best practice in field of work and adapts accordingly. • Meets objectives set as annual performance reviews
6. To continue to develop cultural practices which are inclusive of Maori cultural concepts, values, beliefs, and practices, including commitment to the ongoing usage of Te Reo Maori.	<ul style="list-style-type: none"> • Understands that the PSUSI cultural framework, Te Rauemi Atawhai, is based on Article 3, Ōritetanga Equity of Te Tiriti o Waitangi • Where appropriate, seek advice on working with Māori and their whānau either internally through Piki Ora or externally. • 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, engage collaboratively with network of Māori partners to ensure the underserved in our community have their needs met across social, cultural and economic sectors
7. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.	<ul style="list-style-type: none"> • Ensures that a safe and healthy working environment is maintained at all times. • Actively contributes to a safety and wellbeing conscious culture. • Complies with Health and Safety policies, regulations, and legislation. • Takes responsibility for your own health and safety and ensures no action or inaction on your own part 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.
8. Attends to other duties as required.	<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, Training, Experience:

- Diploma in Social Work or other relevant discipline desirable but not essential (this role does not attract Social Worker Pay Equity)
- Demonstrated experience working with a similar client base to achieve positive results and an understanding of the range of opportunities and challenges influencing this group.

- Experience working with conflicting priorities and proven ability in time management, organisational and planning skills.
- A working knowledge of relevant legislations including Oranga Tamariki Act 1989 and Family Violence Act 2018
- Experience in a leadership role or a volunteer coordination role including providing support supervision.
- Sound computer skills including the use of email, internet, and Microsoft applications (Word/Excel/PowerPoint)
- Demonstrated strength in written and verbal communication.
- Group facilitation experience desirable
- Maintains a full, clean driver's license.
- Experience in working with Maori and Pacifica
- Demonstrated ability to respect and adheres to confidentiality and professional boundaries.

Skills and Personal Attributes:

- 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.
- 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 with young people and their whanāu, colleagues and stakeholders.
- Creative thinking and problem-solving abilities.
- 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 Articles of the Treaty of Waitangi