



Southland Youth One Stop Shop
Job Description - Transition Coach

Schedule 2

JOB TITLE: Transition Coach
 HOURS OF WORK: 40 hours per week
 REPORTING TO: Social Services Manager (Transitions)
 Director

Purpose of the Position

The purpose of this role is to support Oranga Tamariki experienced young people with their gradual and successful transition to independence, 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. The Transition Coach will take a youth-led approach that empowers the young person to have a strong voice throughout their transition and to gradually take on more responsibility for themselves.

Key Tasks

	Specific Responsibilities	Performance Criteria
1. Client Work	1.1. Establish and maintain quality relationships with clients and their family/whanau 1.2. Gather client information and effectively contribute to the care plan, statistics, reports, and any other relevant documentation 1.3. Ensure the young person is informed and understands how confidentiality is maintained 1.4. Discuss and obtain signed informed consent including parent/caregiver if the young person is under the age of 16 years 1.5. Support the development and implementation of the comprehensive transition	<ul style="list-style-type: none"> • Young people and/or family/whanau report feeling valued, supported, and listened to via pre and post questionnaires and feedback • Client needs and goals identified • Regular and up to date client files are kept • Intervention plans monitored and implemented • Health and safety concerns or issues reported to the SS manager

	<p>plan</p> <p>1.6. Involve whanau/family in decision making and development as appropriate</p> <p>1.7. Provide effective and safe support for clients, utilizing safety plans when needed</p> <p>1.8. Respond to the young person's immediate needs in a crisis. This may involve out of hours work.</p> <p>1.9. Ensure other support services are available to clients as/if required, providing follow-up and appropriate referral/s to other service providers</p> <p>1.10. Ensure confidentiality is maintained in accordance with Number 10's policies and practices</p> <p>1.11. Provide ongoing information and support to the young person and their family/whanau throughout the service and as appropriate</p> <p>1.12. Adhere to Number 10's procedures and policies</p> <p>1.13. Adhere to the Professional Body Code of Ethics/Practice standards</p>	<ul style="list-style-type: none"> • Response to crisis follows established protocols • All documentation and MedTech data is completed to a high standard • Information held complies with the Privacy Act and the Health Amendment act relating to personal information • Client confidentiality is maintained • Practice in accordance with the Code of Ethics for youth work • Informed consent from the young person (if under the age of 16 years of age) <u>and</u> their family/whanau/caregiver is obtained
2. Youth Programmes	<p>2.1 Support, facilitate, and coordinate groups or group activities for clients in conjunction with staff and other agencies</p> <p>2.2 Develop structured youth programmes aligned to the operational/strategic plan</p>	<ul style="list-style-type: none"> • Groups are developed, planned, implemented and evaluated according to client need • 2 step programme development model is utilized for all programmes • Pre and post evaluation completed for all programmes • Feedback from young people and their family/whanau is sought
3. Multi-disciplinary	<p>3.1. Actively participate in the multi-disciplinary team</p> <p>3.2. Attend team and staff meetings</p> <p>3.3. Complete Monthly reports</p> <p>3.4. Youth Reception cover as required</p>	<ul style="list-style-type: none"> • Participation in multi-disciplinary team is demonstrated. • Staff meetings are attended • Monthly reports are completed on time and contain relevant information • Youth Reception cover is provided when required
4. Oranga Tamariki (OT)	<p>4.1. Develop and maintain strong and effective working relationships with Oranga Tamariki to enable a collaborative approach to supporting young people.</p> <p>4.2. Communicate and work in partnership with other people involved in the young person's life – e.g. whānau, caregivers, social workers and other professionals.</p>	<ul style="list-style-type: none"> • OT Social workers/young people/whanau/stakeholders report positive relationships
5. General	<p>5.1. Actively engage in personal and professional development.</p> <p>5.2. As an active staff member of Number 10, work to develop and maintain Number 10 relationships that promote the health and development of young people.</p> <p>5.3. Work with the Management team on projects as required.</p> <p>5.4. Attend supervision as per organizational requirements.</p> <p>5.5. Establish and maintain relationships and networks with relevant agencies and key stake holders.</p> <p>5.6. Participate in review meetings as required.</p> <p>5.7. Other agreed tasks as defined by management.</p>	<ul style="list-style-type: none"> • Personal and professional development needs are identified • Relationships promoting the health and development of young people are developed and maintained • Completion of appropriate/specified qualifications • Review meetings are attended with SS manager as required • Supervisions is attended on a regular basis within the guidelines of Number 10 policy

6. Statistics	6.1. Complete all data entry tasks required for statistical recording. 6.2. Advise management on issues and ideas relating to current systems of statistical recording and analysis. 6.3. Produce statistical reports as required.	<ul style="list-style-type: none"> • Statistical data is processed regularly • Statistical reports are produced as required • Records are accurate and secure. Information held complies with the Privacy Act and the Health Amendment act relating to personal information
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Functional relationships

This position is closely connected with all of the Social Services team and clinical staff at Number 10. This position forms an integral part of the Number 10 (SYOSS) team.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Director • Managers • Youth Coaches/Case Coordinator • Primary Health Nurses • GPs | <ul style="list-style-type: none"> • Office Staff • External organisations and services • Community Networks (Health, Social support, Community and Youth services) • Students and Volunteers • Oranga Tamariki |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

IDEAL PERSON SPECIFICATION

- a relevant qualification preferred e.g. social work, youth work, health, teaching, etc; exceptions may be made for people with significant relevant experience
- experience working with youth or vulnerable people
- ability to build rapport and trust with young people and whānau
- ability to build and maintain positive relationships with professionals to support access to services for young people
- an understanding of the impact of trauma, adolescent brain development and youth development approaches
- an understanding of disability, mental health, substance abuse and the impact these can have on a young person's life
- cultural competency and demonstrable knowledge and skill about kaupapa Māori, te reo Māori, Te Tiriti o Waitangi and Pacifica protocols.
- behaviour management / conflict resolution skills
- commitment to working as part of the multi-disciplinary team.
- group facilitation skills/experience.
- understanding of youth cultures and an ability to communicate effectively with a wide range of people.
- knowledge of the Children Young Persons and Their Families Act, 1989.
- commitment to using strengths-based approach.
- current and full driver's license to drive a manual motor vehicle.
- commitment to professional practice and development.
- liking of young people, an innovative flair, flexibility (especially under pressure), good organisational skills and sense of humour.