



Southland Youth One Stop Shop

Job Description - Youth Coach

Schedule 2

JOB TITLE: Youth Coach

HOURS OF WORK: 40 hours per week

REPORTING TO: Director
Social Services Manager

Purpose of the Position

To provide youth work services to young people registered at Number 10 who have issues impacting on their ability to make decisions and reach their full potential.

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 effectively contributing 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. Develop and work to comprehensive intervention plans 1.6. Involve whanau/family in decision making and development as appropriate 1.7. Provide effective and safe support for clients, utilizing safety plans when needed 1.8. Ensure other support services are available to clients as/if required, providing follow-up and appropriate referral/s to other service providers	<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 • All documentation and Medtec data is

	<p>1.9. Ensure confidentiality is maintained in accordance with Number 10's policies and practices</p> <p>1.10. Provide ongoing information and support to the young person and their family/whanau throughout the service and as appropriate</p> <p>1.11. Adhere to Number10's procedures and policies</p> <p>1.12. Adhere to the Ara Taiohi's Code of Ethics for youth work</p>	<p>completed to a high standard</p> <ul style="list-style-type: none"> • 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) and 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 Team	<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</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. General	<p>4.1. Work with other staff to support professional development training in youth health and related issues, as required.</p> <p>4.2. 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>4.3. Work with the Management team on projects as required.</p> <p>4.4. Maintain personal and professional development.</p> <p>4.5. Attend supervision as per organizational requirements.</p> <p>4.6. Establish and maintain relationships and networks with relevant agencies and key stake holders.</p> <p>4.7. Participate in review meetings as required.</p> <p>4.8. Other agreed tasks as defined by management.</p>	<ul style="list-style-type: none"> • Professional development needs are identified • Relationships promoting the health and development of young people are developed and maintained • Personal and professional development is 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

5. Statistics	5.1. Complete or co-ordinate the completion of all data entry task required for statistical recording. 5.2. Advise management on issues and ideas relating to current systems of statistical recording and analysis. 5.3. 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
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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.

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| <ul style="list-style-type: none"> • Director • Managers • Youth Workers • 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 |
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IDEAL PERSON SPECIFICATION

- Excellent understanding of and ability to establish a rapport with young people.
- Recent/previous work experience with young people.
- Commitment to working as part of the multi-disciplinary team.
- Group facilitation skills/experience.
- Qualification in /or training related to youth work issues (Minimum : Youth work Certificate L3)
- Understanding of youth cultures and an ability to communicate effectively with a wide range of people.
- Commitment to working within the Treaty of Waitangi, an understanding of the nature of partnership and the issues of biculturalism.
- Knowledge of the Children Young Persons and Their Families Act, 1989.
- Ability to work as an advocate for young people.
- 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.

Name: _____

Signature: _____

Date: _____