



**APPLICATION FOR EMPLOYMENT FORM**

**INSTRUCTIONS**

Please complete all sections of this form, answering all questions. The form must be signed and dated. In addition to this form, applicants are asked to provide a full curriculum vitae (including personal information and relevant life history) and a letter of application.  
**If you are offered this position, you will be required to provide either original or certified copies of your qualifications. We also require proof of identity e.g. passport or birth certificate.**

**VACANCY DETAILS**

**Position Applied For:** Youth Worker / Career Advisor  
**Position number:** TLS10/YWCA  
**Closing Date:** Tuesday 6<sup>th</sup> April 2010  
**Salary Range:**  
Where advertised (eg. Dominion Post 8/1/10) or how did you find out about the position (eg friend)  
\_\_\_\_\_

**PERSONAL DETAILS**

First Name(s): \_\_\_\_\_ Family Name: \_\_\_\_\_  
Also known as \_\_\_\_\_ Gender: F/M  
Contact Address:  
Home: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_

**PERMANENT RESIDENCE**

Do you have the right of permanent residence in New Zealand or a valid work permit? Y/N

**CRIMINAL CONVICTIONS**

**Note:** Criminal records concealed under the Criminal Records (Clean Slate) Act 2004 are not part of the convictions check by Whitireia Community Polytechnic. If you have convictions and you are unsure as to whether they may be concealed under the Act 2004, further information maybe obtained from the Ministry of Justice. <http://www.justice.govt.nz/privacy/clean-slate.html>

Have you ever been convicted of any criminal offence, and/or are you awaiting the hearing of charges in a court of law?  
If yes, please provide brief details below except for those cases where our asking you would, breach the Criminal Records (Clean Slate) Act 2004.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL**

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of this position? Y/N/Possibly  
 If yes/possibly, please detail \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you had an injury or medical condition caused by gradual process disease or infection arising out of work that may be aggravated or further contributed to by the function and responsibilities of this position? Y/N  
 If yes, please detail: \_\_\_\_\_  
 \_\_\_\_\_

Do you agree to undergo a medical examination (at our expense) if required? Y/N

Have you ever claimed accident compensation? Y/N  
     For a work related accident? Y/N  
     For an accident outside work eg home, sports injury etc? Y/N  
 If yes, please detail: \_\_\_\_\_  
 \_\_\_\_\_

**REFEREES (to be completed by all applicants)**

Please give names, address and telephone numbers of at least two referees (at least one referee must be from your immediate previous employment. If you have not yet been employed someone who knows you well).

Name	Position/Relationship	Address	Phone/Email #

**DECLARATION**

I \_\_\_\_\_(full name) declare that to the best of my knowledge the information in this application, including my curriculum vitae and letter of application, is correct. I understand that if any false or misleading information is given, or any material fact is not disclosed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any employment compensation.

I also consent to Whitireia Community Polytechnic seeking verbal or written information about me from the named referees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY

Under the terms of the Education Amendment Act 1989 Whitireia Community Polytechnic is required to supply statistical information to monitor Equal Employment Opportunities. Completion of this section is voluntary, and is required for statistical purposes only. This section will not form part of your application for the position.

Which ethnic group do you belong to?

0 NZ European/Pakeha       1 NZ Maori            2 Samoan     

3 Cook Island Maori            4 Niuean            5 Tongan     

6 Tokelauan            7 Chinese            8 Indian     

9 Other (please specify) \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Please return completed application form with your CV to:*

[recruitment@whitireia.ac.nz](mailto:recruitment@whitireia.ac.nz)

*The Recruitment Team  
Human Resources,  
Whitireia Community Polytechnic,  
Private Bag 50-910, Porirua City*

# MISSION, VALUES AND GOALS

## MISSION STATEMENT

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social well-being and economic success of their society.

### **Whakatauki**

Te manu e kai ana i te miro – nōna te ngāhere. Engari te manu e kāi ana i te mātauranga – nōna te ao.

*The bird that eats of the miro berry owns the forest, but the bird that eats of education owns the world.*

## VALUES

<b>Manaaki</b>	Encouraging the sharing of views, learning and resources, where individual self-esteem (mana) and group harmony result from caring about and supporting one another.
<b>Identity</b>	Creating a learning environment where all people feel they belong because their uniqueness is valued and promoted.
<b>Equity</b>	Achieving more equal outcomes by providing significant learning and education success for those who have not previously had such opportunities.
<b>Responsiveness</b>	Being flexible, creative and open to change, to better meet individual, industry and community learning needs.
<b>Success</b>	Being an effective organisation with a clear sense of purpose, striving for excellence and creating an environment where all have the right to succeed.
<b>Integrity</b>	Maintaining the highest ethical standards and permitting public scrutiny of all processes to ensure the continuance of those standards.
<b>Accountability</b>	Monitoring and reporting on the maintenance of educational quality standards and on the responsible use of public resources.

### **GOAL 1**

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment, locally, nationally and internationally.

### **GOAL 2**

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

### **GOAL 3**

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and employment opportunities.

### **GOAL 4**

To enhance the long-term financial viability of the polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities.

### **GOAL 5**

Whitireia is committed to implementing Te Tiriti o Waitangi.

## **POSITION DESCRIPTION:**

**Date:** March 20108

**Title:** Kaitautoko – Youth Worker /Career Advisor

### **Background:**

#### **Youth Transition Services**

The Government aims to have all 15-19 year olds in work, education or training or other activities that contribute to their long-term economic independence and well-being.

The Learning Shop was selected as one of the service providers to achieve this goal in Porirua. The other provider is Partners Porirua.

The objective of Youth Transition Service is to provide young people presently not working or studying with support, skills and opportunities to undertake education, training or work.

Youth Transition Services (YTS) assists young people as they transition from school to further education, training, work or other activities that contribute to their long-term independence and wellbeing.

#### **The Learning Shop**

The Learning Shop was opened in May 2002 and is a government funded facility for use by the community. TLS is part of the government's Tertiary Education Strategy package and is funded as a contract between the Ministry of Education and Whitireia Community Polytechnic.

The objective of The Learning Shop is to provide advice, information, encouragement and support to those in the community who wish to undertake further study and gain employment.

#### **Gateway**

The Learning Shop also acts Gateway broker for 3 of the local colleges. This involves finding employers to match the career aspirations of the Gateway students.

### **Position Purpose:**

The Kaitautoko provides support, advice and information to clients; both youth and adults. The Kaitautoko will assist and support youth to transition from school or inactivity to further education or employment and also advise people of all ages on career options and pathway planning.

### **Reports to**

Manager of The Learning Shop

### **Key Relationships:**

#### **Internal**

Manager, The Learning Shop  
Kaitautoko (others in same role)  
Office Manager  
Customer Service/Administrator/ Gateway Broker

<b>External</b>	Clients and their Families Education and training providers including schools Local Community Organisations/Social Services CYFS, Police, Porirua City Council and MOE Other Government agencies and NGO's Stakeholders and target groups
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**Functional relationships with:**

First and foremost the Youth Worker will build and maintain functional relationships with young people, their families and members of the community.

The Youth Worker will develop and maintain effective links with the Maori and Pacific Island Communities, professional agencies (CYFS, Police), service providers (community organisations, social services ), secondary schools, alternative education providers, PTE's and tertiary education providers and client groups that relate to the practice area.

The Youth Worker will work co-operatively and professionally with other colleagues.

**TE TIRITI O WAITANGI**

- Facilitate and foster professional practices within The Learning Shop that reflect the values of te Tiriti
- Provides services to Maori clients and colleagues with sensitivity, understanding and respect for their culture, perspective and priorities
- Interact appropriately with Maori taking into consideration tikanga (custom) and kawa (protocol) according to formal and informal settings.

***Performance Measure***

- Demonstrate through own practice an awareness of te Tiriti o Waitangi and the issues of partnership implied in te Tiriti
- Attend at least one workshop each year (powhiri/seminar/learn te reo)
- Demonstrates a basic pronunciation of te reo Maori

**OUR VALUES**

The Learning Shop promotes non-judgemental and inclusive service for young people, adults and the community.

***Performance Measure***

- Positive feedback and annual survey

**CONTRIBUTION TO HEALTH AND SAFETY**

- Maintain current knowledge of good Health and Safety, and emergency procedures
- All incident/accidents are reported in accordance with the Health and Safety Policy
- Ensure all potential/actual hazards are reported to the Health and Safety Officer in a timely manner
- Relevant RAMS forms completed for any events outside of The Learning Shop premises

***Performance Measure***

- Health and safety knowledge is kept current
- All incident/accidents are reported
- Potential/actual hazards are reported

## **Key responsibilities:**

### **1. CUSTOMER SERVICE**

- Provide quality response and appropriate advice regarding the services that The Learning Shop provides to colleagues, clients and the public
- Professional standards when dealing with enquiries are positive and pro-actively maintained

#### *Performance Measure*

- Service level is reflected in positive feedback
- Minimum customer complaints received, below 1%
- All enquiries dealt with promptly, and initiative is used

### **2. RELATIONSHIP DEVELOPMENT**

- Form kaitautoko/support person relationship with allocated young people and their families
- Provide clients with personalised and individualised support and guidance to facilitate their re-engagement into appropriate work, education or training.
- Assess where the young person is at and working with them to determine what their future needs and wishes are (aspirations)
- Provide ethical, safe and highly professional one-to-one career consulting services for a wide range of client groups and delivery situations – including development of career plans, provision of career advice
- Develop relationships with allocated secondary schools to register all senior students

#### *Performance Measures*

- Positive relationships with key stakeholders are developed
- Data shows monitoring is carried out for YTS clients within the time frames

### **3. INFORMATION AND RECORDS MANAGEMENT**

- Maintain files to ensure accurate and effective records of activities and decisions
- Ensure that records are handled with care and respect so as not to damage them or compromise their integrity
- Prevent unauthorised access to records
- Keep knowledge of systems used up to date, and undertake any required training

#### *Performance Measures*

- Records management systems are well maintained and information is easily accessible
- Knowledge of systems used is kept current

### **4. COMMUNICATION**

- All correspondence is issued within the guidelines of The Learning Shop
- Reports are produced as required
- Communication is consistently offered in a clear and friendly manner

#### *Performance Measures*

- All communication on behalf of The Learning Shop is delivered in an effective and efficient manner and meets the expectations of the Manager
- Reports are produced when requested in an accurate and timely manner
- Information is delivered with clarity and in a friendly manner by telephone or in person, within an agreed timeframe

## **5. TEAM WORK**

- Work as a team to ensure a fully co-ordinated approach to the delivery of service
- Undertake other duties by negotiation as required
- Provide support, coaching and peer review for other team members

### *Performance Measures*

- Support services are provided
- Any extra duties are negotiated

## **6. MARKETING**

- Promote The Learning Shop (and Youth Transition Service) in a positive way
- Maintain a good level of knowledge of principles and processes for providing customer and personal services to a wide group of stakeholders
- Creating and maintaining opportunities for promoting The Learning Shop in the wider community

### *Performance Measures*

- Maintain current knowledge of courses
- Know where, and to whom to direct enquiries
- All enquiries received an answer within agreed timeframes
- All appropriate marketing activities undertaken

## **7. GROUP FACILITATION**

- Facilitating workshops on interview skills, communication skills for youth and adults, community groups, school classes etc and other community courses (ACE)

### *Performance Measures*

- Positive evaluation of workshops undertaken

## **8. SERVICE DEVELOPMENT**

- Identify and support the development of appropriate labour market, education and training opportunities for young people; and
- Participate in stakeholder forums for ongoing strategic planning and coordination or services for young people by linking with the appropriate stakeholders to achieve successful outcomes for young people.

### *Performance Measures*

- Attendance at relevant meetings and forums of stakeholders
- Maintain up to date knowledge of education, training and employment opportunities

## **9. NETWORKING**

- Liaise with families of young people
- Maintain appropriate referrals for young people to community services such as budgeting support, counselling etc.
- Liaise with community organisations eg. mental health, Police, Child Youth & Family Services, health and Porirua City Council
- Develop and maintain networks with appropriate external stakeholders and client groups

### *Performance Measures*

- Wide range of relevant networks are developed
- Clients are referred to appropriate networks/organisations

## **10. CONFIDENTIALITY/PROFESSIONALISM**

- Undertake professional supervision and professional development
- Adhere to Code of Ethics for Youth Work in Aotearoa New Zealand

### *Performance Measures*

- Undertakes monthly professional supervision

## **11. SERVICE DEVELOPMENT**

- Identify and support the development of appropriate labour market, education and training opportunities for young people; and
- Participate in stakeholder forums for ongoing strategic planning and coordination or services for young people by linking with the appropriate stakeholders to achieve successful outcomes for young people.

### *Performance Measures*

- Attendance at relevant meetings and forums of stakeholders
- Maintain up to date knowledge of education, training and employment opportunities

## **12. NETWORKING**

- Liaise with families of young people
- Maintain appropriate referrals for young people to community services such as budgeting support, counselling etc.
- Liaise with community organisations eg. mental health, Police, Child Youth & Family Services, health and Porirua City Council
- Develop and maintain networks with appropriate external stakeholders and client groups

### *Performance Measures*

- Wide range of relevant networks are developed
- Clients are referred to appropriate networks/organisations

### **13. CONFIDENTIALITY/PROFESSIONALISM**

- Undertake professional supervision and professional development
- Adhere to Code of Ethics for Youth Work in Aotearoa New Zealand

#### ***Performance Measures***

- Undertakes monthly professional supervision

## Person Specification:

### Personal Qualities:

- Empathy and understanding of youth issues
- Interpersonal Skills and ability to exercise sound judgement
- A high level of personal motivation, initiative and resilience
- Commitment to continual learning and development
- Absolute discretion and ability to maintain confidentiality
- Calm disposition, good sense of humour, and ability to work under pressure

### Competencies and Key Skills:

- Able to undertake one-on-one guidance, advice and consulting practice with a wide range of clients in a professional manner
- Excellent oral and written communication skills
- Able to work independently and/or as part of a wider team
- Organisational and record keeping
- Well organised having the ability to plan, prioritise, demonstrate creative thinking and work to deadlines
- Able to cope well with managing a wide range of activities and tasks
- Computer skills using Microsoft Office suite

### Qualifications and Experience:

- Experience working with youth in formal and informal settings
- Demonstrated experience in key activities related to the role (interviewing, guidance, coaching, presentation delivery etc)
- Some related tertiary training in youth work, social work or counselling
- Knowledge of the Treaty of Waitangi and be committed to providing an inclusive, non-judgemental service for the young people of Porirua
- Full NZ Drivers License

Signed (Kaitautoko)

Date

Signed (Manager)

Date