

## **Position Description:**

### **Employment Facilitator**

**Responsible to:**

- The people you support
- Team Leader / Service Manager

**Responsible for:**

- Meeting the Vision, Mission and Values of CCT

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#### **CCT VISION**

*A world that truly values and celebrates diversity*

#### **CCT MISSION**

*Working in Partnership to enable great lives*

#### **CCT VALUES**

*Respect - Partnership - Transparency - Responsiveness*

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#### **SCOPE**

Community Care Trust works in partnership with adults and youth who need support in their lives to achieve their goals. Regardless of your position, it's possible you may come into contact with youth. Community Care Trust is strongly committed to safeguarding children and expects all staff to conduct themselves accordingly.

Every employee's work will reflect CCT values, the intention of the New Zealand Disability Strategy and the United Nations Conventions on Rights of Persons with Disabilities and the Rights of a Child.

#### **PERFORMANCE MEASURES**

Performance will be appraised against the accountabilities and outcomes on this document and specific performance measures as negotiated.

**KEY ACCOUNTABILITIES & EXPECTED OUTCOMES**

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**1. General Duties**

Skills, Development and Learning

- EF will recognise that for the people we support to successfully secure and maintain employment, they require systematic, assessment, and support and regular opportunities to learn and use skills

Approaching Employers and networking

- EF will cold call and meet face-to-face with employers to promote the benefits of employing people with disabilities. It is also expected that EF will be involved in wider business community events such as career expos and Chamber of Commerce events

Advocacy

- EF will recognise that it is important for people to express their feelings and have a say about issues that affect their lives. Assist the person to speak up on their own behalf

Consent and Choice

- EF will value and respect the right of individuals to make informed choices about issues that affect their life and the life of the community of which they are a member, and where necessary, to have support when such decisions need to be made. Also understanding there is a duty of care and where necessary, to have support when such decisions need to be made on their behalf

Rights of the individual

- EF recognise that people have rights and upholds and supports those rights

Relationships

- EF values and fosters supportive relationships for and among those with whom they work, their communities, employers, family and whanau.

Teamwork

- EF supports a team approach to the provision of support; working with members of their own team, others within the organisation and people outside the organisation to achieve the best possible outcomes identified by the person

## **2. Professionalism**

### CCT Policy and Procedures

- Adheres to CCT Policy and Procedures at all times

### Conduct

- Acts professionally and respectfully in a manner that enhances the reputation of CCT

### Confidentiality

- Acknowledges and respects the trust that has been placed in them and maintains confidentiality of people we support and staff at all times

### Documentation

- Completes all documentation requirements of the role in a timely and professional manner
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## **3. Professional and Personal Development**

### Self care

- Self-reporting of any personal difficulties in the work place or stress that may impact on ability to perform.

### Training

- Completes Competency Based Training and identifies and attends other relevant training as per CCT requirements

### Team Hui

- Attends the required number of team meetings and actively participates

### Professional Development

- Meets with manager every three months for Quarterly Review Meeting. Sets annual professional and personal goals in meetings and reports on progress.

#### **4. Other Duties**

##### Other Requests

- Undertakes all other requests from Management that are a reasonable expectation of the role. Requests are professionally, timely and accurately responded to.
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### **PERSON SPECIFICATION**

#### **Knowledge and Experience**

- A good attitude
- Solution focused
- Be flexible and able to respond to a person's changing needs
- Passionate about the work they do and a commitment to person-orientated approaches to planning and provisions of service.
- Drive to build stronger community connections with people we support
- A team player that shares the workload
- Ability to maintain professional boundaries at all times.
- A full New Zealand driver's licence.
- Holds a current first aid certificate.
- Can work to deadlines
- Can remain calm under pressure
- Can maintain detailed records
- Confidence to cold call employers and actively seek employment opportunities for people

#### **Skills and Attributes**

- Highly developed sense of integrity
- Ability to listen actively
- Demonstrated passion for excellence about the work they do
- A high level of professional and ethical conduct
- Highly self-motivated, directed, flexible and well organised
- Ability to work independently and to actively contribute in a team-orientated, collaborative environment
- Innovative and solution focussed
- A strong sense of humour
- Has average fitness and physical health
- Able to take responsibility of self-learning
- An ability to articulate CCT's vision and inspire and educate employers to the benefits of employing people with disabilities

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### **HEALTH AND SAFETY**

Everyone is expected to share CCT's commitment to avoid any incidents which may cause injury, property damage or loss of any kind. Each employee is expected to play a responsive and vital role in maintaining a safe and happy work place.

Under the Health and Safety at Work Act 2015 every employee shall take practicable steps to ensure:

- Their own safety, the safety of other staff and of any visitors
- That no action or inaction of the employee while at work causes harm to themselves or to any other person.
- That any hazards or injuries are reported and any suggestions for improvements in Health and Safety are passed on to their manager.

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### **RELATIONSHIPS**

#### **INTERNAL**

- People who receive services from CCT
- Chief Executive
- Senior Leadership Team
- Service Managers
- Behaviour Specialist Team
- CCT Support Workers / Key Workers
- Administration staff

#### **EXTERNAL**

- Parents, families/whanau and advocates of people receiving support
- Community networks/links
- Oranga Tamariki
- Public and Primary Health services
- Health promotion agencies
- Funding agencies
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**CAPABILITIES EXPECTED OF ALL STAFF**

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|------------------------|--|
| Service Delivery       | <ul style="list-style-type: none"><li>•Develop positive internal and external relationships, which are responsive to people's requirements. Be professional and take responsibility for outcomes.</li></ul>  |
| Quality Outcomes       | <ul style="list-style-type: none"><li>•Operate always with integrity and maintain high personal, legislative and professional standards.</li></ul>   |
| Personal Effectiveness | <ul style="list-style-type: none"><li>•Sets personal goals, is adaptable to change and shifting priorities, communicates effectively, pursues personal development, undertakes 'on track chats' and performance appraisal, thinks on his/her feet and gets things done.</li></ul>  |
| Self Management        | <ul style="list-style-type: none"><li>•Takes responsibility for self and is accountable for positive workplace behaviour; is highly organised, plans and prioritises work sets realistic timeframes, meets timeframes or communicates in timely manner if timeframes cannot be met. Constantly works to improve processes.</li></ul> |
| Teamwork               | <ul style="list-style-type: none"><li>•Positively contributes to team, respecting colleagues, honouring diversity, communicating effectively and collaborating to achieve shared goals. Deals with all team issues in a timely, positive and professional manner.</li></ul>  |
| Leadership             | <ul style="list-style-type: none"><li>•Exercises personal leadership by communicating effectively, contributing to team and sharing decision making, role modeling and building on team members strengths.</li></ul>   |
| Treaty of Waitangi     | <ul style="list-style-type: none"><li>•Understands individual and collective responsibilities of the Treaty.</li></ul>   |

**DECLARATION**

I \_\_\_\_\_ have read and understand this position description, am aware of the responsibilities, requirements and duties of the role and accept this position.

Employee Signature:

Date:

Human Resource Team Member Name:

Human Resource Team Member Signature:

Date: