POSITION DESCRIPTION

POSITION: Kaiako | Mentor

REPORTS TO: Pou Tuara | Executive Officer

DIRECT REPORTS: None

OVERALL OBJECTIVE: Provide frontline delivery of Mahi Tahi mentoring to prison inmates, and people in the community at risk of entering or re-entering prison.

TASKS:

1. Wānanga Programme Delivery
   i. Facilitate, co-facilitate, and assist at assigned wānanga
   ii. Awhi participants and foster the observation of tikanga during wānanga
   iii. Participate in pre- and post-wānanga activities
   iv. Prepare wānanga reports for the Department of Corrections
   v. Adhere to Department of Corrections requirements for prison and hapori wānanga.

2. General Duties, Administration and Management Support
   i. Provide feedback for the ongoing development of resources for Kaiako
   ii. Participate in team training, supervision, revision, debriefing sessions as required
   iii. Operate in a way that is consistent with policies and procedures as directed.
   iv. Provide administrative reports, timesheets, expense claims etc as requested
   v. Assist with recruitment, orientation and upskilling of fellow team members
   vi. Any other task the employer might reasonably request

Key Relationships

- Pou Tuara | Executive Officer
- Pou Tautoko a Rohe
- Kaiako team members
- frontline Department of Corrections staff during wānanga

IDEAL PERSON SPECIFICATION

Professional Expertise

- Confident and fluent speaker in Te Reo Māori
- High level understanding of tikanga and whakapapa
- Proven experience in building rapport with wānanga participants
- Group Facilitation skills
- Conflict Resolution skills
- Public speaking and presentation skills

Interpersonal skills

- Able to relate to participants in wānanga/ hui and to management and staff of the prison system and staff in other government and community agencies.
- The skills, leadership qualities and a background which earns respect amongst wānanga mentors (kaiako and kaiako awhina), participants and their whānau.
- An ability to build rapport, understand other perspectives and treat all people with respect

Communication

- An ability to successfully transmit information through a variety of channels and is aware of events, policies and decisions affecting their work
- An ability to structure information logically and to portray ideas clearly in written work

Negotiation

- An ability to gain agreement from others that results in commitment and understanding

Motivation

- An ability to enthuse others, provide clear goals and uses sound techniques to encourage others

Teamwork

- Demonstrates an ability to take a constructive approach to team efforts and to work inter-dependently with team members

Stress Tolerance

- Demonstrates an ability to maintain a consistent performance in stressful situations and identifies stress on others and takes action to manage it

Information Technology Literacy

- Ability to work effectively in virtual office environment
- Familiar already with or able to upskill in applications MS Office, Zoom, MS Teams, Dropbox and any other IT systems or applications that are used.

Reviewed: August 2021