



Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

Job Description

Kaiāwhina Attendance – Youth Advocate & CACTUS Coordinator

Position: *Kaiāwhina Attendance – Youth Advocate & CACTUS Coordinator*

Child and Youth Team

Location: Safer Mid Canterbury, Ashburton

Hours of Work: 26 hours part time (0.65)

Position Purpose:

This new Attendance Service marks a shift in how we support student attendance across our communities. Each of you will:

- Support chronically absent and non-enrolled students through personalised case management, helping to identify and overcome the challenges that impact attendance.
- Deliver a wide range of services to schools and kura, including advice, targeted support, and access to an unmet basic needs fund.
- Build strong relationships with students, whānau, schools, kura, communities, and social agencies to ensure the best outcomes.
- Engage meaningfully with all communities, recognising and respecting cultural, ethnic, religious, and socio-economic diversity.
- Prioritise culturally responsive engagement with Māori and Pasifika students and their whānau, acknowledging their over-representation in referrals and the importance of trust in achieving lasting change.

As part of this role, there is an expectation that you will conduct home visits and liaise with service users in these settings.

This role is made up of two components:

Firstly: The Youth Advocate Kaiāwhina Attendance role works alongside young people, their whānau, schools, and community agencies to support re-engagement in education. The role focuses on building trusting relationships, addressing barriers to attendance, and advocating for the wellbeing and educational success of tamariki and rangatahi.

Secondly: To assist the CACTUS Programme Coordinator with the delivery of the CACTUS Programme, this is 6hrs per week.

Please Note: All staff involved with the CACTUS programme are expected to join in on all aspects of physical activity that trainees are required to complete and give it their best.

Position Objective:

To work with children and young people aged 5 - 15 years with identified needs for support to return to education, through:

- Building positive, respectful relationships with young people who are disengaged or at risk of disengagement from education;
- Working collaboratively with Kaiāwhina Attendance, school staff, and social service providers to create holistic support plans;
- Identifying and addressing underlying issues impacting attendance (e.g. wellbeing, learning needs, family, cultural or social factors);
- Advocating for youth voices in decision-making processes and ensure their perspectives are heard and valued;
- Providing one-to-one mentoring, coaching, and practical support to help students set and achieve goals;
- Maintaining accurate records and progress reports in accordance with Attendance Service and Ministry of Education guidelines;
- Contributing to a positive, supportive team culture, stepping up to assist colleagues as required and sharing expertise and insights; and
- Participating in professional development, reflective practice, and supervision to strengthen advocacy skills.

Functional Relationships

Report to: Child & Youth Team Leader

Internal (Safer Mid Canterbury):

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Team leaders
- ❖ Safer Mid Canterbury CACTUS Coordinator

- ❖ Safer Mid Canterbury Administration staff
- ❖ Safer Mid Canterbury Project Staff

External to Safer Mid-Canterbury:

- ❖ Mid Canterbury Schools
- ❖ Social Service Agencies (Govt and NGO's)
- ❖ Oranga Tamariki
- ❖ Ministry of Education
- ❖ CACTUS Peer Support
- ❖ Mid Canterbury Clubs and Sporting Organisations

Service Delivery

Key Functions	Standards and Achievements
Teamwork and Collaboration	<ul style="list-style-type: none"> • Our work is grounded in connection, respect, and shared responsibility. As part of a supportive team environment, all staff are expected to work collaboratively and contribute to a positive, solution-focused culture. This includes communicating openly, valuing diverse perspectives, and supporting one another to achieve the best outcomes for the people and communities we serve. • Attend regular Attendance team practice meetings • At times, team members may be required to step outside of their usual duties to assist colleagues, respond to service needs, or ensure continuity of care. Flexibility, initiative, and a willingness to “step up” and offer help where needed are essential aspects of being part of our team.
Receive referrals from Kaiāwhina Attendance colleagues	<ul style="list-style-type: none"> • Referrals acknowledged and responded to in a timely manner.
Identify rangatahi needs in conjunction with rangatahi, family/whanau and/or service agencies and schools	<ul style="list-style-type: none"> • Rangatahi needs identified
Develop personal plan for rangatahi that may include casework and/or	<ul style="list-style-type: none"> • Each rangatahi will have a goal orientated personal plan to work toward returning into education with the outcome of achieving appropriate attendance rates.

education and/or recreation and/or individual and group activities	
Make referrals to any agency if identified as being able to support the young person or their Family/Whanau/Caregiver	<ul style="list-style-type: none"> • Young person, family/whanau/caregiver is aware of, and receives other support available in the community
Support young person to complete their personal plan, and amend plan as necessary	<ul style="list-style-type: none"> • Ongoing support is provided to complete plans and where difficulties arise, or circumstances change, plans amended to suit
Monitor and evaluate personal plans	<ul style="list-style-type: none"> • Personal plan will be referred to and progress on plan completion will be evaluated at regular intervals
Liaise with referrer and provide feedback if rangatahi, rangatahi's family/whanau/caregiver agree to this	<ul style="list-style-type: none"> • Where appropriate, referrer, especially if agency, school or family/whanau/caregiver, will receive feedback on progress or outcome
Refer family/whanau/caregiver, with their consent, to other agencies if further needs become apparent	<ul style="list-style-type: none"> • Referrals made where appropriate and with consent to be done so with due consideration of the Privacy Act
Cultural Competency, Safety and Diversity	<ul style="list-style-type: none"> • Application of cultural safety : Cultural safety is the ability to understand, communicate with and effectively interact with people across cultures. Cultural competence also encompasses being aware of one's own world view. • Understand how various populations require support to be delivered (this may include urban and rural differences, gender roles, religion, family structure, disability etc.) • Acknowledge cultural differences and respecting spiritual beliefs, cultural practices and lifestyle choices. • Ensure that respect, sensitivity, cultural awareness is evident in all interpersonal and working relationships. • Use supervision, training workshops and weekly team meetings to discuss cultural competence issues.
Recognise Māori as Tangata Whenua.	<ul style="list-style-type: none"> • Be committed to the principles of the Treaty of Waitangi
Risk Management	<ul style="list-style-type: none"> • Understand and follow Safer Mid Canterbury Child Protection Policy

	<ul style="list-style-type: none"> • Adhere to professional boundaries and advise Team Leader of any problems or difficulties arising while conducting your work responsibilities.
Health and Safety Guidelines	<ul style="list-style-type: none"> • Comply with Health and Safety requirements when working in and off the premises of work • Complying with Safer Mid Canterbury Key Operating Policies and Procedures • Keep up to date with security and safety procedures (i.e. personal security phone app) • Participate in Health and Safety Induction program.
Professional Development	<ul style="list-style-type: none"> • Ensures professional skills are maintained, remains up-to-date with relevant initiatives and current evidence-informed practice. • Takes part in training sessions where required / requested
CACTUS Programme Assistant	<ul style="list-style-type: none"> • Support CACTUS Coordinator with efficient delivery of the CACTUS Programme • Monitor and support the attendance of participants • Monitor and ensure acceptable behaviour among participants. • Develop and maintain effective working relationships with other key people in the community who can assist us toward our end goals • Ensure that people taking part in the programme are encouraged and supported to join other community activities, and to work with other team members and community organisations to ensure that these opportunities become available <p>Measures</p> <ul style="list-style-type: none"> • Three CACTUS Basic courses run each school year in line with the school terms • Three CACTUS camps at the conclusion of each term programme along with Advanced Camp in January • Good level of attendance achieved from participants • Acceptable standard of behaviour maintained • Support of key people in the community for the programme • Participants becoming more involved in other activities
General	<ul style="list-style-type: none"> • Provide monthly line reports to Line Manager • Jointly with Line Manager, monitor workloads ensuring an equitable and rewarding balance

	<ul style="list-style-type: none"> • Comply with Reporting, Accountability, Health and Safety & KOPPS requirements • Take part in supervision and training opportunities as arranged • Attend relevant Team and Organisational meetings, including monthly meetings with manager • Be committed to Safer Mid Canterbury's Bi & Multi Cultural Development • Be Culturally Responsive • Systems and processes maintained and up to date. • Other reasonable tasks requested by the Employer <p>Measures</p> <ul style="list-style-type: none"> • Actions as described above • Actions are taken in a timely manner
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I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.

Signed by:

Signature: _____

Date __/__/__

Name

Safer Mid Canterbury

Signed by: **Name**

Signature: _____

Date __/__/__

Title

Safer Mid Canterbury

Conditions of Appointment		Youth Advocate – Kaiāwhina Attendance & CACTUS Coordinator
Hours of Work		<p>Your ordinary hours of work will be 26 hours per week</p> <p>Due to the nature of the position, working hours are flexible but will generally be worked Monday to Friday between 8:30am and 5:00pm. On occasion there will be the need for some work outside of these standard office hours.</p> <p>CACTUS The programme runs three times a year, usually terms 1, 3 & 4. Days worked each term are in line with the CACTUS Course schedule Mondays and Tuesdays 3:30pm to 5:00pm. In addition, three weekend overnight camps at the end of each course, generally around the second to last weekend of each term. Advanced Camp 4 day, 3-night camp in the third week of January.</p>
Remuneration		Remuneration will be discussed with the preferred applicant/s and will sit in a range of \$40,000 to \$42,000 per annum for 26 hours per week.
Other conditions of appointment: Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000, other Acts which govern employment and an Individual Employment Agreement.		