



Our Vision: People who experience mental illness and addictions living well.

Our Mission: To contribute positively to the recovery of people who experience mental illness and addictions through the provision of quality community services, social housing and by supporting mental health sector development.

Job Description

Title: Employment Consultant
Location: 334 Lincoln Road, Addington
Reports to: Jobconnect Team Leader

Main Purpose of Position:

This role has two main purposes:

- a) To support and guide people with experience of mental illness and addictions in identifying, obtaining and maintaining suitable, realistic, paid employment, voluntary work and training.
- b) To build, grow and maintain strong, active relationships with employers and with services and agencies which clients may access.

Functional Relationships:

Internal	External
Jobconnect team	Clients
Other Comcare Services	Employers
	Health Professionals
	Government/Employment Agencies
	Training Providers
	Service Providers (e.g. Career Services, Kingdom Resources, Dress for Success)






Authorities: As per Delegations policy



Functions	Key Responsibilities
Administration	<ul style="list-style-type: none"> • Keep accurate and current client records. • Maintain accurate reports on service measures and results achieved with/by client.
Employer Contact	<ul style="list-style-type: none"> • Search for new or existing opportunities from employers. • Positively advocate on behalf of the client. • Develop and maintain long-term healthy relationships with employers.
Provider Contact	<ul style="list-style-type: none"> • Establish and maintain relationships with health providers, training providers and services that may support Jobconnect clients. • Speak to groups and represent Jobconnect at events and information sessions.
Job Preparation	<ul style="list-style-type: none"> • Compile and format to a professional standard: <ul style="list-style-type: none"> • Curriculum Vitae • Cover letters • Job applications. • Impart informed and realistic career guidance. • Assist clients to become well-resourced in their job search, e.g. informing clients on effective interviewing techniques.
Planning: <ul style="list-style-type: none"> - Career Plan - Goal Plan - Action Plan 	<ul style="list-style-type: none"> • Identify with clients their abilities and skills for the development of an achievable and realistic Goal Plan that states clearly and specifically how it will be implemented and achieved. • Actively foster hope with the client to believe in their skills and their ability to achieve their goal/s.
Searching	<ul style="list-style-type: none"> • Become knowledgeable of available job vacancy mediums, e.g. newspapers, internet, cold calling, etc. • Become knowledgeable of training and study providers, opportunities for volunteering and community involvement. • Utilise the job vacancy mediums to search for employment vacancies relevant to the client. • Assist the client in searching for vacancies and in the application process.
Maintenance	<ul style="list-style-type: none"> • Explore with the client and employer potential or existing concerns or issues that may arise in their new opportunity. • Create and implement a plan with the client and employer to address any concerns or issues.



Relationship Building	<ul style="list-style-type: none"> • Liaise with health professionals (i.e. General Practitioners or Clinical Managers) to maintain regular reports on client's progress. • Develop relationships with external agencies, training providers and community services to become knowledgeable of available assistance and opportunities that can aid a client in achieving their goals.
Group Work	<ul style="list-style-type: none"> • Facilitate group learning of job search skills.
Promotion	<ul style="list-style-type: none"> • Actively take part in promotions of and run by the Jobconnect Service.
Honouring te Tiriti o Waitangi	<ul style="list-style-type: none"> • Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whanau. • Work in partnership with clients and whānau to provide culturally responsive and appropriate support to improve outcomes and reduce inequities.
Development	<ul style="list-style-type: none"> • Actively participate in professional development to meet identified learning needs that promote and support excellent performance in the position. • Over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate more quickly and efficiently in the job they hold. This will free up time that could be used to develop and enhance their skills, knowledge and abilities. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities.
Health and Safety	<ul style="list-style-type: none"> • Proactively support and follow our Health and Safety programmes, Policies and Procedures. • Ensure services are delivered in line with Comcare's Health and Safety Policies and Procedures. • Ensure the Wellbeing of Comcare's clients, tenants and staff are at the forefront of any decision taken. • Assess and mitigate and manage risk, including no cultural harm. • Ensure accidents and incidents in the workplace are reported in a timely manner.

<p>Anei ā mātou whanonga pono / Our Values</p>	 <p>We Statement 'We offer a safe space to enable tāngata whaiora to find their own empowerment and support them to be leaders of their own journey.'</p>
	 <p>We Statement "We take a person-centred approach and nurture a sense of belonging through shared experiences and strengthening ties between whānau and communities.'</p>
	 <p>We Statement "We ensure that our mahi reflects a mana enhancing approach to strengthen hope for tāngata whaiora, with aroha, respect, integrity and trust.'</p>
	 <p>We Statement 'We support the mana of each other through respect, collaboration and communication.'</p>
	 <p>We Statement 'We protect and preserve taonga for whānau and generations to follow.'</p>

This Job Description is intended to describe the duties/responsibilities that the staff member will be expected to undertake in this position. It should not be considered as a complete and exhaustive list of all responsibilities, duties, or skills required of the position holder. From time to time, the position holder may be required to perform duties outside of their normal responsibilities as needed. This job description will be reviewed regularly in order for it to continue to reflect the changing needs of Comcare.

Person Specification

Qualifications/Background:

- Level 4 Qualification in Health and Wellbeing or equivalent
- English and Maths to NCEA level or above

Experience / Knowledge / Skills:

- Understanding of the barriers to employment
- Problem Solving/ Solutions focussed
- Drivers licence
- Clear boundaries
- Positive attitude
- Able to demonstrate in knowledge and practice the principles of Te Tiriti O Waitangi
- Excellent stakeholder relationship management
- Excellent written and verbal communication
- Proven ability in time management, prioritisation and organisational skills
- Displays integrity, empathy and professionalism
- Views all people as having potential for change
- Developed advocacy skills
- Sound judgement and decision making
- Able to communicate effectively with a wide range of individuals
- Demonstrated high level of communication and influencing capability and adaptability at all levels
- Proficient in the Microsoft Office Suite
- Proven attention to detail

Desirable:

- Lived experience of mental illness and/or addiction
- Marketing experience
- Knowledge of the Christchurch labour market
- Knowledge of Community resources
- Understanding of Recovery Principles and Strengths Approach
- Interviewing skills
- Research skills

Date: February 2025

Signed by:

Date:

Employee:		
Employer:		