



Aukaha

POSITION DESCRIPTION

Employment Navigator – Job
Coaching

WHO ARE WE? - KO WAI MĀTOU?

Aukaha Owners	Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Rūnaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga
Vision	Papatipu Rūnaka and hapū achieve their aspirations and exercise their rakatirataka activated through the ability of Aukaha to facilitate, advocate and champion for their people and rohe.
Mission	Aukaha works on behalf of mana whenua across their rohe providing pathways to a better future for Kāi Tahu, for iwi Māori, and for our wider communities. We ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social, and environmental fabric of the takiwā.

THIS ROLE - TE AROTAHI MATUA

The Employment Navigator – Job Coaching will work one-on-one with at-risk job seekers to tailor and implement holistic programmes covering training, well-being, and work preparation, with a primary focus on moving candidates into meaningful employment. The role will deliver comprehensive support, including Post-Placement Support, to maximise long-term employment retention and positive life outcomes for every participant.

WHO ARE YOUR TEAM? - TŌ KAPA

Reporting to	Kaiārahi Pūtere Rautaki – Employment, Trades & Training
Nature and Term	Permanent Full Time – 1 FTE
Location	Aukaha (1997) Ltd, Level 2, 266 Hanover Street, Dunedin
Internal Relationships	Aukaha staff and governors Kā p apatipu rūnaka representatives
External Relationships	Aukaha stakeholders and clients Contractors and service providers Local, regional, and central government entities Te Rūnanga o Ngāi Tahu

KEY ACCOUNTABILITIES - KĀ KAWEKA TAKOHAHA

Individualised support	• Provide quality in-person support to at-risk and disadvantaged job seekers (including long-term unemployed, parents, and youth), to meet their employment or education goals. • Assess participant needs and develop tailored plans that integrate a range of support programmes (e.g., training, well-being, work preparation, job search, work experience) to guide them through the journey. • Establish and maintain relationships with industry partners.
Well-being and work readiness	• Focus on developing practical skills, goal setting, life skills, and mentoring support to strengthen the participant's overall well-being and prepare them for long-term success. • Coordinate all necessary activities, including work experience and employment placement. • Maximise job retention by providing comprehensive Post-Placement Support through regular check-ins and addressing barriers that arise after commencing employment.
Achieve primary employment/education outcomes	• Successfully transition participants into sustainable and meaningful employment, or higher education, directly resulting in the exiting of benefit receipt.
General duties	• Be punctual and work the hours and times specified • Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard • Support and help develop a positive workplace culture • Responsibly manage all business resources within accountability levels • Undertake all duties and responsibilities outlined in this job description and all other duties as reasonably required by the business • Comply with all employment obligations • Promptly undertake to complete all reasonable and lawful instructions and directions given • Serve the business in good faith, promoting and protecting the business' best interest • During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment • Demonstrate through own actions, a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

TO WORK WELL IN OUR SPACE:

Understands the space and place	• Has a well-developed bicultural ease and confidence. • Has a strong grounding and knowledge of tikaka and relationships within Kāi Tahu whānui. • Knowledge of rūnaka structures, relationships and processes and the application of Te Tiriti o Waitangi. • Competence in, or a willingness to become competent in, te reo Māori.
Can work with people	• Prioritises and manages relationships with sensitivity and care. • Is thoughtful, resilient and calm under pressure. • Leads by example and works in an inclusive manner. • Can work independently and as a member of a multidisciplinary team. • Is open to the views of others.

Is values driven	• Is authentic and pragmatic. • Willing to take ownership and be accountable.
Is results focused	• Is practical and innovative. • Prioritises tasks to respond quickly to demands, act independently, and work under pressure. • Demonstrates flexibility and can respond to changing needs and priorities. • Shows initiative, is energetic and self-motivated.

EXPERIENCE

Qualifications, skills and experience	• Industry knowledge and prior experience liaising with employers, training providers, and community support agencies to create and secure opportunities for clients. • Experience supporting high-needs or at-risk individuals (18-24 years). • Experience managing a client caseload, developing individualised action plans, and tracking progress and outcomes is critical. • Experience in a role focused on job placement, career development, or recruitment • Strong cultural competency and a deep understanding of te ao Māori, values, and practices. • Demonstrated success in building and maintaining trusting, non-judgmental relationships with young people and their whānau. • Demonstrated ability to apply a whānau-centered, strengths-based approach and successfully implement early-stage engagement strategies for individuals not yet ready for work or training. • Demonstrated understanding of Te Tiriti o Waitangi. • Demonstrated understanding of Māori and Pacific communities. • Self-starter. • Ability to work alongside key personnel within Local and Central Government. • Demonstrated commitment to continuous improvement. • Excellent oral and written communication skills. • Ability to plan effectively and work innovatively. • Demonstrated experience in report writing.
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