



Aukaha

POSITION DESCRIPTION

Employment Navigator

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 is a pivotal role, collaborating closely with the Kaiārahi Pūtere Rautaki to deliver the He Poutama Rangatahi initiative, a unique multi-module programme focused on providing early and sustained engagement for rakatahi who are currently disengaged from employment, education, or training. This position provides foundational support grounded in a whānau-centered and culturally appropriate approach, with the core aim of building trust, removing fundamental barriers, and fostering holistic wellbeing to ultimately enable participants to achieve successful, self-determined career and life outcomes.

WHO ARE YOUR TEAM? - TŌ KAPA

Reporting to	Kaiārahi Pūtere Rautaki – Employment, Trades & Education
Nature and Term	1-year Fixed-Term - 0.8 FTE
Location	Aukaha (1997) Ltd, Level 2, 266 Hanover Street, Dunedin
Internal Relationships	Aukaha staff and governors Kā Papatipu 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

Engagement and Support	- Proactively connect and build trusting relationships with Māori and Pasifika rakatahi aged 15-24, and their whānau, ensuring engagement is culturally safe and responsive. - Address immediate barriers to remove fundamental, immediate barriers to engagement and stability. - Provide direct support to resolve core issues such as a lack of identification, building confidence, developing effective communication skills, and linking rakatahi to critical immediate services.
Programme Delivery	- Assist the Kaiārahi Pūtere Rautaki in delivering the full multi-module programme, ensuring the curriculum progressively builds foundational wellbeing and life skills, well in advance of expectations for job-readiness, with the following outline: - Weeks 1-4: Hauora - Foundations of Wellbeing - Weeks 5-8: Ka Poipoi - Preparing for the Journey - Weeks 9-12: Training - Practical Skills & Experience - Weeks 13-16: Ka Whakatinana - Job Readiness - Weeks 17-20: Sustained Support & Lifelong Learning
Providing Tailored Pastoral Care	- Assess individual aspirations and barriers to develop and deliver culturally appropriate, tailored pastoral care that honours Te Ao Māori. - Actively involve whānau to strengthen resilience and ensure sustained, long-term support that empowers both the rakatahi and their family throughout the journey.
Facilitating Transition to Meaningful Pathways	- Support rakatahi to identify and access meaningful opportunities based on their choice and self-determination, whether in further study, employment, or community engagement. - Ensure the transition is supported by ongoing, proactive connection and sustained support to achieve lasting personal and professional development outcomes.
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 tikanga and relationships within Ngāi Tahu Whānui. • Knowledge of rūnanga 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. • Is willing to take ownership and be accountable.
Is results focused	• Is practical and innovative. • Can prioritise 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	• Experience working in youth development, mentoring, social work, or community support role, with a strong emphasis on supporting vulnerable or disengaged rakatahi. • 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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