

## **JOB DESCRIPTION**

**POSITION:** Co-ordinator - Intentional Peer Support Aotearoa NZ

**REPORTS TO:** Manager Peer Support – Health Action Trust

**HOURS OF WORK:** 15 hours per week

### **Overview:**

Intentional Peer Support (IPS) is an international organisation that trains people in the practice of peer support. The IPS framework is used to build mutual support in communities, human services programmes and peer-run initiatives across the world. While central operations (IPS Central) are based overseas, there have been hundreds of people over the past decade throughout Aotearoa NZ trained to practice and teach IPS. Health Action Trust have been contracted to provide the coordination of IPS Aotearoa NZ.

### **Purpose of position:**

Coordinate, plan and arrange delivery of the IPS programme across Aotearoa using current IPS Practitioners and Trainers, ensuring that IPS Aotearoa is delivered to a high standard. The role will also use a co-design approach to develop and grow the programme over time, including working closely with the Administration team of Health Action Trust to set up and maintain the systems and infrastructure to support the programme.

### **Treaty of Waitangi**

Health Action Trust acknowledges and demonstrates commitment to the Te Tiriti o Waitangi as the founding document of Aotearoa New Zealand and the status of Māori as Tāngata whenua. Te Tiriti is the foundation for the development of biculturalism and Māori mental health throughout our organisation.

### **Health and Safety**

Health Action Trust is committed to achieving the highest level of health and safety for its employees. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Health Action Trust, the health and safety of yourself, all employees, colleagues and visitors are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is required that you report all accidents, incidents or potential hazards to your direct line supervisor.

### **Key Functional Relationships**

- Internal
- Manager Peer Support services
  - Team Leaders and Coordinators of Health Action Trust
  - All staff of Kotuku

- Other Health Action staff
- External
- IPSANZ Coordinator and Advisory Group
  - Other IPS Trainers and Hub members across Aotearoa
  - Other Mental Health & Addiction Service Providers
  - Te Whatu Ora Nelson Marlborough (Health NZ)
  - Service Users/Tangata whaiora
  - Government and non-government organisations

## Principal Accountabilities

Key Accountability	Key Activities
<p><b>Day to Day operational responsibilities</b></p> <p><b>IPS Aotearoa is run effectively and efficiently</b></p>	<ul style="list-style-type: none"> <li>• Proactively create opportunities for IPS training throughout Aotearoa NZ for practitioners of peer support and human service workers</li> <li>• Coordinate and plan IPS training nationwide and oversee IPS training delivered by designated IPS Trainers.</li> <li>• Maintain database of IPS Practitioners and Trainers</li> <li>• Oversee distribution of IPS-related books and materials</li> <li>• Collaborate with IPS Central and Aotearoa NZ partners to develop and co-design IPS Aotearoa NZ materials so they are inclusive, sector and culturally relevant.</li> <li>• Collaborate with IPS Central on funding and grant-writing opportunities where agreed upon</li> <li>• Submit quarterly reports and oversee payments to IPS Central</li> <li>• Collaborate with IPS Central to further grow and maintain an online presence</li> <li>• Ensure all relevant documentation is accurate and up to date</li> <li>• Work with the Manager to ensure that service operates within budget</li> <li>• Ensure that effective administrative systems are developed and/or maintained in conjunction with the Manager and Admin Coordinator</li> <li>• Other duties as from time to time required</li> </ul>
<p><b>Relationship Building</b></p> <p><b>Effective professional relationships are established and maintained with all key stakeholders</b></p>	<ul style="list-style-type: none"> <li>• Ensure that requests for information are responded to in a timely manner</li> <li>• Attend all meetings relevant to the work</li> <li>• Co-reflection groups are established and maintained in line with the programme</li> </ul>
<p><b>Teamwork</b></p> <p><b>Effective working relationships are established and maintained with other Health Action staff</b></p> <p><b>An active contribution is made to the wider organization</b></p>	<ul style="list-style-type: none"> <li>• Regularly attend and participate in Health Action Trust staff meetings.</li> <li>• Work with the COMPASS Team Leaders, to ensure that in service trainings are reflective of the team requirements.</li> <li>• Contribute to the development of Health Action Trust by participating in strategic planning processes as appropriate</li> </ul>
<p><b>Quality Management</b></p> <p><b>A quality service is provided</b></p>	<ul style="list-style-type: none"> <li>• Undertake a stocktake of the current programme to establish a baseline of data to inform next steps for the programme</li> <li>• Assist with monitoring operations to ensure that standards are maintained and result in quality delivery and application of the programme</li> <li>• Ensure that regular evaluation by trainers occurs and work with them to review and act on any feedback/comments received to improve quality of the programme.</li> <li>• Ensure that the Manager is immediately informed of any incidents or complaints about the service.</li> <li>• Work with the Manager to prepare for service audits as required.</li> </ul>
<p><b>Ngā Tikanga Māori</b></p>	<ul style="list-style-type: none"> <li>• Utilise Te Reo whenever possible</li> </ul>

	<ul style="list-style-type: none"> <li>Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whanau ora, Karakia, Waiata, Wairuatanga and Manaakitanga</li> <li>Identify and work towards reducing barriers to increase participation for Māori, Pacific and other groups</li> <li>Assist in the establishment and maintenance of effective relationships, in particular with Māori and Pacific providers, Government Agencies, Mental Health and Addiction providers, Primary Practices and other community agencies as appropriate.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Health and safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment</li> <li>Demonstrate willingness and involvement in health and safety activities.</li> <li>Maintain familiarity with and active involvement in the identification and management of health and safety.</li> <li>Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work related environments.</li> <li>Adhere to Health Action Trust's Health and Safety policies and practices</li> </ul>
<b>Reporting</b> <b>Reporting is timely, informative and accurate</b>	<ul style="list-style-type: none"> <li>Input into monthly and quarterly reports for HAT and IPSANZ</li> <li>Prepare service statistics and user surveys</li> <li>Provide other reports/information as requested by the Manager</li> <li>Communicate through regular meetings with Manager and IPSANZ Coordinator.</li> </ul>
<b>Professional Development</b> <b>Regularly creates and takes advantage of learning opportunities</b> <b>The learning gained from professional development is reflected in practice.</b>	<ul style="list-style-type: none"> <li>Actively participate in professional development and training as agreed with the Manager</li> <li>Undertake regular professional supervision.</li> <li>Take all opportunities to obtain new skills and competencies which will enhance delivery of service</li> </ul>

# **Person Specification**

## **Skills and Experience**

- Personal lived experience of mental health and addiction challenges
- An understanding of peer support models of practice, and the ability to apply this knowledge in different settings
- Experience in designing, leading and delivering services
- Computer literate in Microsoft Office suite of packages
- Minimum Level 4 Qualification in Mental Health and Wellbeing and/or leadership qualification
- Excellent organisational and time management skills with the ability to prioritise work and meet deadlines
- Strong oral and written communication skills with the ability to prepare clear reports and other documentation
- An understanding and the application of Te Tiriti o Waitangi and knowledge of other Māori service frameworks.
- A full and current driver's Licence

## **Personal Qualities**

- Enthusiasm and a sense of humour.
- Able to work effectively and independently, as well as part of a team
- Good interpersonal skills with an ability to respond and relate with sensitivity and cultural appropriateness to a diverse range of people
- Positive attitude with a realistic outlook
- Able to use discretion and work with minimum supervision
- Adaptable and flexible to undertake a wide variety of tasks
- Energetic and motivated demonstrating flair and initiative
- Ongoing desire to improve own professional and personal development.