



*Valuing, respecting and utilising people's mental health experiences  
Ka wāriu ka whakaute a ka whakapau e ngā wheako mate a hinengaro o ngā tangata*

## **Youth Group Facilitator & Peer Supporter (Part-time)**

### **JOB DESCRIPTION**

#### **Overview**

Kites Trust is an organization which values, respects, and utilizes people's experiences of mental health. Kites Trust works to ensure that people who experience mental health crisis and/or addiction have equal opportunities to live, work and participate in the community.

Our core belief is that consumer leadership is the key mechanism to achieving our ultimate goal of social inclusion for people who experience mental health distress and/or addiction.

#### **Our Values**

##### **Integrity**

Following our ethical principles  
Whaia tō mātou whanonga pono tika

##### **Creativity**

Developing new ideas and applying innovative approaches  
Te whakatipuranga i ngā kaupapa hōu me te whakamahia i ngā ara auaha hoki

##### **Collaboration**

Being cooperative and working well with others  
Whakaaro ngātahi tetahi ki tetahi

##### **Social Justice**

Acting with respect, fairness and equality  
Me mahinga tatou kit e whakaute tika me te ōritetanga I ngā mea katou

##### **Openness**

Being honest, respectful and courageous  
Te pononga, te whakaute me te mā

#### **Our Cultural Responsiveness**

Kites Trust is committed to active promotion of and adherence to Te Tiriti o Waitangi. This is reflected in our Trust Deed and demonstrated through our values and practices of whānaungatanga, manaakitanga and oritetanga. We seek to improve our responsiveness not by what we say but by what we do.

We accept Te Tiriti o Waitangi as the founding document of Aotearoa New Zealand and that it is a constant and unchanging statement of partnership, tino rangatiratanga and mana motuhake.

We recognize Māori as tangata whenua of Aotearoa New Zealand and believe Māori are able to define their own priorities and develop their own capacity for delivery of services to their communities.

#### **Our Way of Working**

To meet our purpose and realize our goals, we use a community development approach in our work. All staff work to an agreed code of ethics and apply our organizational values.

## **Job Title: Youth Group Facilitator & Peer Supporter (Part-time/)**

**Job Purpose:** The purpose of this role is to facilitate youth social groups for the Youth Peer Service. The Youth Peer Service is a community of young people aged 18-30 supporting one-another with their mental wellbeing. The Youth Group Facilitator & Peer Supporter must have lived experience of mental health distress and/or addiction and have had their own journey of recovery. The incumbent will use principles of peer support in the facilitation practice (training provided). The incumbent must represent the youth age group served.

This is a casual role with hours to be negotiated.

The Youth Peer Social Groups are currently scheduled on: Wednesdays 2:00pm, Mondays 4:00pm and Fridays 2:00pm. (Subject to change).

**Based at** Various locations around the greater Wellington region.

**Reports to** Service Manager

**Director reports:** N/A

## **Position Tasks and Responsibilities**

### **Relationship Management**

#### **Internal Relationships:**

- Develop and maintain relationships of support and trust with colleagues, Kites Management, and the Kites Trust Board.

#### **External Relationships:**

- Develop relationships and work in collaboration with consumers, youth experiencing mental health distress, agencies, service providers, funders, government departments and community networks.
- Liaise and develop networks with other peer support organizations and groups.
- Seek out opportunities to promote the Kites peer support programmes and the value and benefits of peer support.

### **Core Objectives:**

- Utilize life experience to create common ground and connection with peers/young people.
- Create trusting and strong relationships with peers.
- Facilitate support groups, enabling young people to support one-another with respectful conversations withing the standards of a safe peer support practice.
- Utilize relational frameworks and tools to support professional practice.
- Utilize empathy, hope, empowerment, and choice to drive peer support relationship.
- Work in mutual ways with peers.
- Utilize the relationship to learn and grow together.
- Practice relational safety and leverage this during times of challenge and high distress.
- Sit with discomfort together.
- Remain open and curious and consciously step outside your bias's.
- Be conscious of trauma and its impact on relational ways of working.
- Carry out of the administrative functions required for the role.
- Ad hoc administrative tasks to be performed as part of a team-oriented culture such as answering phones, scanning, and filing.
- Maintain a high level of confidentiality and prioritisation of all matters.

### **Professional Training and Development**

- Develop and maintain a reflective work practice.
- Develop and regularly review a personal work plan with Service Manager.
- Be self-managing and take personal responsibility for work outcomes.
- Identify if you cannot complete a task and tell the appropriate person.
- Identify and apply for appropriate training and learning opportunities.

- Undertake own training and development as identified by annual performance appraisal.

### **General Administration**

- Report statistics and other reporting measures to Service Manager as required, in an accurate and timely manner
- Remain up to date with IT requirements and current applications.
- Contribute to Kites day-to-day operations including greeting visitors to the office and answering the phone, participating in forums or attending meetings on behalf of Kites, and participating in staff recruitment as required.
- Contribute to Kites development including participating in quality improvement activities, contributing to external accreditation processes, and participating in strategic planning, production of annual business and work plans.
- Undertake other administrative duties as required from time to time to support smooth running of the Kites office and operations as required.

The above list is not exhaustive, and the role may change to meet the overall objectives of the organization. Fulfil other related tasks as requested by management or other department personnel.

### **Person Profile Specification**

#### **Personal Experience**

Kites is proud to promote consumer leadership and encourage and support others to do the same. All of the members of the Trust Board and people who work for Kites identify as people who have had their own experience of mental distress and or addiction. To continue with the work we do and ensure we can maintain this important aspect of our work, preference is given to people who can bring what has been gained or learnt from their personal experience of using mental health or addiction services and a comprehensive understanding of the issues faced by mental health and addiction consumers and their family, whānau and friends.

#### **Required Experience and Knowledge**

- Relevant tertiary education and/or experience with programs and/or social services.
- Demonstrated experience working with youth and/or vulnerable people, or demonstrated ability to learn to do so.
- Demonstrated experience with group facilitation or ability to build those skills.

#### **Required Skills**

- Outstanding communication, negotiation, interpersonal and influential skills to foster positive relationships internally and externally.
- Excellent attention to detail and ability to record program stats and complete reporting in Excel.
- Ability to work under pressure.
- Organizational and time management skills and ability to self-manage own workload and ask for help if needed.
- Strong problem-solving abilities.
- Excellent planning and organizing skills, including time-management skills and proven track record of follow-up and follow-through on tasks and administrative processes.
- Ability to develop and maintain relationships with stakeholders and key community networks with specific emphasis on promoting and sustaining a peer support service.
- The ability to deliver professional presentations to external stakeholders and to present information clearly to diverse audiences while representing Kites Trust.
- High level of computer literacy and at least intermediate skills in using the Microsoft Suite, including Excel, Word, Outlook, Power Point and emails. This includes ability and willingness to learn Excel formulas and calculations.

- Demonstrated ability to write professional business correspondence and utilize email for official communications.

### Required Personal Attributes

- Emotional maturity and professional approach.
- Empathy and high emotional intelligence.
- Tenacity
- Sufficient emotional maturity, professionalism and ability to work well within a team, to receive and apply feedback and to be accountable for work outcomes.
- Align with our organisational values, understand the social model of disability and practise non-discriminatory attitudes and behaviours (essential)
- Emotional regulation (essential)
- Strong self-reflection and self-accountability skills including the ability to separate own emotional response from work (essential)
- Positive approach to change (essential)

Kites seeks to increase the social inclusion of people who experience mental distress. Kites' environment and our ways of working suit people who enjoy working in a team as well as being able to be self-motivated and undertake tasks alone. People who work for Kites need to practice:

- Initiative
- Loyalty and commitment
- Reciprocity
- Effective time management

In addition, staff need to think laterally, be prepared to take risks, be adaptable and challenge the status quo. We seek staff who demonstrate honesty, personal integrity and who can think laterally and be creative.

A large part of our work is to educate and change discriminatory attitudes and behaviours, especially against people who experience mental distress. It is essential that staff align with our organizational values, understand the social model of disability and practise non-discriminatory attitudes and behaviours.

We place high importance on mental health and wellbeing. Kites is committed to creating a workplace environment that can enable each employee to reach their full potential. Kites will discuss workplace accommodations. We acknowledge the value in having fun at work as well as taking what we do seriously.