



TE KOTAHI O TE TAIHU
Charitable Trust

Position Information

Position: Kaitūhono-a-Mahi Work Broker
Location: Motueka/Waimeha
Reports to: Pouwhakahaere Rauemi – Operations Manager
Hrs per week: 40

Our Vision and Purpose

Te Kotahi o Te Taihū Charitable Trust was established in response to the impacts of COVID-19 on the Māori community across Te Taihū o Te Waka a-Māui.

Our overarching purpose is to create the best conditions for our whānau to thrive.

This iwi collaborative led entity has five strategic hoe:

Whāngai – Feeding our People
Tāwharautia – Shelter and Support.
Whiwhi Mahi – Work and Training.
Whai Oranga – Holistic Wellbeing.
Whakawhiti – Communications, co-ordination and advocacy.
Tikanga – Cultural supports.

Our Values

Whakapapa	We appreciate our unique and shared genealogy and the importance it holds in the way we work together.
Manaakitanga	People are at the heart of our decisions.
Wairuatanga	We value and uphold tikanga Māori to guide us safely in our work.
Ūkaipōtanga	We hold fast to our origins and the foundation they provide us for the future.
Kotahitanga	We act collectively for the good of all Māori and others.

Purpose of the Position

The purpose of this position is to assist whānau independence through meaningful employment. This may also include training opportunities and the development of career pathways to employment.

The two key components of supporting whānau into jobs is the individual/whānau, and employers. Iwi brokers are the bridge between these two components.

The iwi broker will deliver a parallel service to MSD brokers where there is commonality of purpose, putting whānau at the centre of service provision, and by offering employers suitable candidates in a timely way.

The Iwi Work Broker will/may:

- focus on readying at least one whānau member per household for an employment and training journey.



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- meet whānau to assess their need and aspirations, in a setting that suits them.
- establish protocols to enable sharing of individual information so that there are no barriers to their referral to vacancies or work-readiness interventions.
- advise Work and Income of any whānau they are working with to avoid double ups and so appraise any work products they may be entitled to e.g. Transition to Work.
- implement a two-way referral process that will allow MSD to refer a whānau to the iwi broker. Conversely, the iwi broker may refer an individual to MSD to profile to an existing vacancy.
- approach employers that the whānau member has expressed an interest in working for, to explore employment opportunities.
- have a cache of job opportunities that by agreement with the employer, they may not necessarily refer to Work and Income for listing but actively manage with referrals from their own client pool independently of Work and Income.
- not approach employers to list vacancies on behalf of Work and Income but may refer the employer details to a Work and Income broker if they wish to list a vacancy.
- assist MSD to reach out to Māori employers / enterprise that are not already engaged with but wish to establish a relationship with MSD for the purpose of vacancy management and/or provision of products and services.
- refer individuals to vacancies listed with Work and Income but will not approach the employer independently with this referral, unless that has been agreed with Work and Income.
- work collaboratively with Work and Income brokers to facilitate Flexi-Wage or Mana in Mahi products.
- connect whānau to other iwi, Māori, community and mainstream services (upon whānau request) to address their wider need, if these needs are barriers to employment and wellbeing.
- meet regularly with the Work and Income direct link contact for the Iwi Broker.

Outcomes/Results we expect to achieve

Whanau who might not otherwise engage with MSD services have improved access to meaningful work and/or training with support delivered in a kaupapa-Maori way resulting in:

- An increase in the number of Maori exiting benefit into sustainable employment
- An increase in the number of Maori exiting benefit into training
- Maori at risk of unemployment are supported into alternative employment and remain independent of benefit.
- Increased knowledge and uptake of wider MSD services or community supports to ensure whanau are well supported.

Key Relationships

- Work and Income
- Ngā manawhenua o Te Taihū o Te Waka-a-Māui
- Maataa Waka
- Ngā Marae o Te Taihū o Te Waka-a-Māui
- Government agencies
- Local community organisations
- Industries
- Te Taihū Intergenerational Strategy Governance Group
- The Economic Action Meeting (TEAM) Recovery Group for Marlborough
- Project Kokiri Recovery Group for Nelson/Tasman
- MSD – Region's representative
- Other stakeholders, which would add value to this Kaupapa



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Skills and Knowledge

- Demonstrated experience of engaging and working front line with whānau.
- Excellent communication skills both written and oral.
- A relevant tertiary level qualification.
- Clean Drivers Licence
- Intermediate Level MS Suite
- Demonstrated understanding of the employment market.
- Understanding of Te Kotahi o Te Taihū Strategy.

Personal Attributes

- Ability to work unsupervised
- Established iwi and Māori networks across Te Taihū o te Waka-a-Maui
- Strong demonstrated commitment to support whānau achieve their moemoea.
- Attention to detail.
- Good industry, community, government and local sector networks.
- A team player.
- Understanding of Te Reo me ona Tikanga Māori.
- Establishes, develops and maintains excellent working relationships.