



NEW ZEALAND
RED CROSS
RIPEKA WHERE AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title: Employment Assessor/Advisor
Group: Migration
Location: Wellington
Reports to: Team Leader, Pathways to Employment
Position status: Fixed-Term, Part-Time
Version date: 22 September 2022

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

Migration

The Migration Group provides community refugee settlement programmes in Aotearoa New Zealand, supporting and empowering new Kiwis as they rebuild their lives here. We support former refugees and vulnerable migrants through several programmes, including Pathways to Settlement, Pathways to Employment and Refugee Trauma Recovery which provides specialist mental health services to former refugees. The Migration group also supports other migrants within Aotearoa New Zealand when there is a humanitarian need, including convention refugees and asylum seekers who are not part of the quota programme and emergency humanitarian responses.

POSITION PURPOSE

The goal of the Pathways to Employment service is to assist refugee background individuals to find meaningful and sustainable employment and to be economically independent. Employment not only improves economic independence; it is also important to social wellbeing and connection to New Zealand society.

The Employment Assessor/Advisor carries out in depth, client-centred career and employment assessments for individual clients in order to create an individual employment plan with recommendations and timeframes. The assessor/advisor also carries out or organises English language assessments to feed into the employment plan.

This role works closely with the Team Leader, Pathways to Employment and Employer Liaison to ready clients for job applications. Where appropriate, they make referrals to other agencies, build networks with key stakeholders in the employment and training/education sector, and advocate on behalf of individual clients related to plan's progress.

KEY RESPONSIBILITIES

1. Employment assessment and advice

- Carry out individual assessments of transferable work skills and personal attributes, and collect information on educational and employment backgrounds
- Carry out English language skills assessments to feed into the employment plan
- Develop a plan with the client including clear training/education pathways leading to employment
- Support with developing CVs
- Monitor individuals' progress and make further recommendations and amendments depending on the outcomes achieved.
- Work in conjunction with Team Leader and/or Employer Liaison when client is ready to begin job searching.

2. Networking and Partnerships

- Network with training/education and service providers and employers in the region
- Make referrals to appropriate agencies and ensure effective linkages are made, including advocacy for access to services
- Demonstrate cross cultural understanding both internally and externally

- Work with relevant employers to grow employment opportunities for low skill, skilled and professional individuals from refugee backgrounds
- Provide feedback regarding gaps in provision
- Actively participate as part of the wider Red Cross team and ensure smooth linkages between resettlement and employment

3. Monitoring and Reporting

- Clearly record the outcomes of assessment interviews and on-going interactions with individual clients
- Maintain accurate records for reporting requirements and analysis
- Document success stories to present to funders
- Maintain up to date email distribution lists of clients and contacts
- Carry out client satisfaction surveys

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

Team Leader, Pathways to Employment Manager and other P2E staff
Refugee settlement staff and volunteers
Other local Red Cross staff
National Migration team

External

Refugee clients, groups and communities
Work and Income staff
Regional education and training providers
Agencies providing services to refugee clients
Employment stakeholders, such as chambers of commerce and Careers NZ

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- A sound understanding of the refugee settlement process and common issues faced (desirable)
- Understanding of the English language requirements and skills required to study at a NZ tertiary institution
- Awareness of NZ employers' priorities and familiarity with employment sectors in the region

Qualifications and/or experience

- Tertiary education in relevant field
- A language teaching/applied linguistics qualification (desirable)
- Membership of a professional organisation in a relevant field, such as Career Development Association of NZ (CDANZ) or TESOLANZ (desirable)

Skills and other attributes

- Skills in second language teaching to adults and experience of assessing language competencies
- Ability to guide career planning
- Confidence in assessing work readiness and preparing individuals for job search activities
- Competence in intercultural communication and experience working with people from diverse backgrounds
- Excellent communication and listening skills
- Excellent IT skills in Microsoft Office Suite
- Problem solving, strategic planning and advocacy skills and experience
- Ability to work independently, take initiative, set goals, manage time and be responsible for own learning
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Tier Nil

Employment: Tier Nil

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.