



POSITION TITLE: Employment Assessor/Advisor

LOCATION: Christchurch

RESPONSIBLE TO: Pathways to Employment Manager

FUNCTIONAL RELATIONSHIPS:

- Internal
 - Pathways to Employment Manager
 - Migration staff and volunteers
 - Local Red Cross staff
 - National P2E Programme Manager
 - National Migration Manager
 - National P2E team
- External
 - Refugee background clients, groups and communities
 - Current and potential employers
 - Employment stakeholders, such as chambers of commerce and Careers NZ
 - Work and Income regional office staff, service centre managers, programme coordinators and case managers
 - Regional education and training providers
 - Agencies providing services to refugee clients

POSITION SUMMARY:

The goal of the Pathways to Employment (P2E) service is to assist refugee background individuals to find meaningful and sustainable employment and to be economically self-sufficient. Employment not only improves economic

independence; it is also important to social wellbeing and connection to New Zealand society, supporting the settlement process.

The role includes intensive, individualised work with refugee background clients, supporting them to gain employment.

The purpose of the Employment Assessor/Advisor role is to carry out in depth, client-centred career, employment and English language assessments for individuals in order to create an employment plan with recommendations and timeframes.

The assessor/advisor works closely with other team members: Employer Liaison, Cross Cultural Workers, and Administrator to achieve the best outcome for the client. They make referrals to other agencies where appropriate, build networks with key stakeholders in the employment and training/education sector, and advocate on behalf of individual clients related to the progression of their plan.

KEY RESPONSIBILITY AREAS:

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 an Individualised Pathways Plan with the client including clear training/education pathways leading to employment
- Monitor individuals progress against their plan and make further recommendations and amendments depending on the outcomes achieved.
- Demonstrate cultural responsiveness when working with clients and staff.
- Support with developing CVs
- Conduct individual and small group sessions with clients to develop effective strategic planning and employment seeking skills, an understanding of specific industry requirements and the priorities of employers from different sectors
- Assist clients to develop and achieve appropriate work readiness to be successful in the New Zealand labour market.
- Work collaboratively with other team members: Employer Liaison, Cross Cultural Worker and Administrator, to achieve the best outcome for the client.
- Keep up to date with labour market trends – ensuring any careers advice given is based on relevant data.
- Clearly record the outcomes of assessment interviews and on-going interactions with individual clients

Stakeholders

- Network with training/education, service providers and employers in the region to grow the pool of potential employment pathways for clients.
- Make referrals to appropriate agencies and ensure effective linkages are made, including advocacy for access to services
- Actively participate as part of the wider Red Cross team and ensure smooth linkages between settlement and employment
- Work collaboratively with Work and Income and other key agencies to enhance and strengthen networking and information sharing
- When appropriate, network and collaborate with refugee background communities, leaders and refugee led organisations.

Monitoring and Reporting

- Maintain accurate records for reporting requirements and analysis
- Document success stories to present to funders
- Maintain up to date database and email distribution lists of clients and contacts
- Carry out client and employer satisfaction surveys as required

Health & Safety

- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance and managed according to the hazard management process.

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

DELEGATIONS:

Staff Management

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil

Delegations

Financial Delegations	Nil
Employment Related Delegations	Nil

PERSON SPECIFICATION:

Qualifications:

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

Experience/Competencies

The appointee would be able to demonstrate:

- Skill in second language teaching to adults and experience of assessing language competencies (required)
- Understanding of the English language requirements and skills required to study at a NZ tertiary institution (desirable)
- The ability to guide career planning
- **Awareness of NZ employers' priorities and familiarity with employment sectors in the region**
- Confidence in assessing work readiness and preparing individuals for job search activities
- Competence in intercultural communication and experience working with people from diverse backgrounds
- Understanding of the refugee journey and common issues faced during the resettlement process
- Excellent communication skills, especially in the art of listening
- 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
 - Empathy with humanitarian causes
- Enthusiasm and the commitment to work as a team member of Red Cross.

A commitment to the Fundamental Principles of the International Red Cross Movement is imperative.

Driver's Licence

A current full motor vehicle driver's licence is essential.

APPROVED:

Authorised signature:	
Name:	
Position:	
Date:	