

**JOB DESCRIPTION**  
**Faculty of Health Humanities & Sciences**



**WORK SKILLS**  
**Job Coach/Search Coordinator**

**Position:** Permanent Part time  
15 hours per week; 34 weeks per year  
**Grade and Salary:** Learning Facilitator/Tutorial Assistant rate \$23.00 per hour.

**BACKGROUND INFORMATION**

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients. A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

**INTRODUCTION**

Workskills is a two year full time programme for students with intellectual disabilities who want to gain paid work. This programme incorporates the National Certificate in Work and Community Skills (Level 1). Students are supported and challenged to develop skills and knowledge that will advance their work goals. This includes work specific skills as well as social skills that are critical for successful integration in the workplace.

A range of part time courses for students with intellectual disabilities are also offered. The Independence skills courses focus on functional literacy skills and enhancing independence; they are not formally assessed. A further suite of assessed part time courses are available – these courses are based in unit standards that count towards the National Certificate in Work and Community Skills.

The courses and programme are delivered by a small highly skilled and dedicated team of academic and support staff.

**PERSON PROFILE**

The successful person will ideally have:

**Qualifications:**

- A relevant tertiary qualification is preferred

**Knowledge, Experience and Skills:**

- An in-depth understanding of the issues surrounding people with an intellectual disability
- An in-depth understanding of current disability practice and knowledge
- Experience in working with people with an intellectual disability
- A sound knowledge of the labour market
- Knowledge in the area of supported employment
- Knowledge of job seeking process
- Good interpersonal skills, both written and oral.
- An ability to communicate effectively with students, tutors, other agencies and groups of prospective employers
- Computer skills an advantage
- Ability to support and coach work skills with students

**Personal Attributes:**

- The ability to use a variety of interpersonal communication skills to develop and maintain strong positive working relationships with a diverse range of people
- Ability to work autonomously and as part of a team
- Able to be innovative with strong self motivation
- Have a friendly and approachable manner
- Be able to be flexible and have good time management skills
- Be willing to commit to the CPIT staff profile which encompasses bicultural, international, disability, and environmental awareness; health and safety, a focus on students, teaching and learning.
- Respects individual personal, private and confidential information at all times.

**PRIMARY OBJECTIVE**

- To seek and develop work experience placements within the employment sector.
- To provide on the job coaching to students at the work site.
- To arrange small group workplace visits and support the development of work focus in the programme

**RESPONSIBLE TO**

Head of School  
Workskills Programme Leader

**KEY LIAISON WITH**

Dean  
Head of School  
Programme Leader  
Programme Academic staff  
Other Polytechnic staff  
Students  
Employers – job market

**KEY TASKS**

**1. ADMINISTRATION**

- Develop database of work placements, outcomes and longer-term projection for student employment.
- Prepare and maintain required records on job support activities and outcomes.

- Update any change of employment status on database and physical files within two working days of any changes.
- Maintain and update client and employer information on database and physical files.
- Provide weekly feedback to the Programme Leader .
- Liaise with student's support network: carers and family to develop career pathway through goal setting process.
  - Work alongside the academic staff of the Workskills Programme to plan and organise work experience placements for students

## **2. IDENTIFYING AND LAIAISING WITH EMPLOYERS**

- Set up workplace visits for small groups of students in consultation with the programme leader.
- In consultation with academic staff and students of the programme seek out prospective employers for work experience opportunities.
- Liaise with identified employers to establish a schedule of work experience for student.
- Communicate appropriately with employers to form sound working partnerships.
- Maintain positive relationships with current and potential employers.
- Ensure all practical logistics related to the placement are planned and carried out.
- Observe, evaluate and define duties of the work placement.
- Provide training and support for student to independently use appropriate transport to and from their work placement.
- Provide to the employer relevant student information, identified in consultation with the student and the programme leader.

## **3. SUPPORT AND ON-SITE COACHING**

- Ascertain the skills, abilities and interests of students.
- Identify student's needs and implement appropriate training strategies
- Seek objective feedback and monitor each student's progress
- Implement self-management techniques to facilitate students progress towards independent work performance.
- Plan and implement appropriate withdrawal of support from work experience sites.

## **4. PERSONAL AND PROFESSIONAL DEVELOPMENT**

- Maintain contact with the disability support industry and other agencies where supported employment is being promoted.
- Participate in staff development and probationary activities as required.
- Participate in the staff appraisal process and work co-operatively to implement on-going professional development.

## **5. COMMUNICATION AND TEAM BUILDING**

- Attend meetings as required for the School, Faculty and Polytechnic.
- Work as a team member with the teaching team.
- Ensure effective liaison with relevant groups and individual in the community and industry.
- Liaise with and work as a team member with the delivery of supports to students with intellectual disability.

## **6. CONTRIBUTION TO CPIT**

- Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.
- Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter.
- Participate in activities seeking opinion and feedback, as requested.

- Participate in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.
- Perform other duties related to the role, as may be reasonably required by the Programme Leader/HOS from time to time.
- Undertake professional development
- Demonstrate a commitment to the principles of a learning organisation and CPIT's learning profile, which encompasses bicultural, international, disability and environmental awareness; health and safety, a focus on students, teaching and learning.

## FOR YOUR FURTHER INFORMATION

### 1 **Student Evaluation**

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through Staff Development.

### 2 **Staff Appraisal**

CPIT has in place a negotiated system of staff appraisal in relation to job performance. All staff are to take part in appraisal.

### 3 **Probationary Period**

Every lecturer appointed for the first time to a tenured position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

### 4 **Staff Training**

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching.

### 5 **CPIT Profile**

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

### 6 **Health and Safety**

Applicants for positions are asked to declare and relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

### 7 **Intellectual Property**

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

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## 7. Employment Terms and Conditions

Appointment is within the terms of the State Sector Act, the Education Act 1989, the Employment Relations Act 2000 (ERA) and an applicable Collective Employment Agreement (CA). For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the applicable Collective Agreement which covers the position offered. If the staff member joins the union, the terms of the collective document continue to apply; should he/she decide not to join the union, an individual agreement may be negotiated, or the alternative collective referred to below may be considered after the 30-day period expires.

CPIT has two collective agreements:

- the Academic Staff Members Collective Employment Agreement (ASTE) currently the “applicable agreement” and
- the Association of Teachers in Tertiary Institutes (ATTI).

The ERA defines which is the applicable collective and it is the staff member’s choice to join a union. CPIT’s Senior HR Advisors are able to provide information as to choices where these apply, and staff members’ rights and contractual obligations. Advice can also be sought from the unions.

## APPLICATION DETAILS

Applications for Appointment forms must be marked:

**WORK SKILLS – Job Search/Coach Coordinator**

**FH 3154**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
PO Box 540  
**CHRISTCHURCH**

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03-9408623  
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications Close  
14 April 2008***

*The standard application form attached provides the Institute with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicant’s own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.*