



# Personal Advisor - YOUTH SERVICE WEST

***Want to make a difference in some of our most at-risk and vulnerable young people?***

***Keen to be part of a professional team working together to change lives?***

Youth Horizons are looking for a Personal Advisor on a fixed term until June 2016 (this may roll over) to help our team at Youth Service West New Lynn be the best it can be. If you are looking for a challenge, have youth work experience, and want to work for an organisation that is making a difference in the lives of at-risk young people - we'd like to talk with you.

The Personal Advisor/ Kaitohutohu Ā• Rangitahi is responsible for supporting at-risk youth and young parents aged 16-19 years. The Personal Advisor's focus is supporting young people in receipt of financial payments this includes supporting with Money Management, Engagement in education or training, and assistance in finding employment. Main outcomes include: Gain NCEA levels or equivalent, Complete Parenting & Budgeting Programmes, Support to find the best training or work option, Career planning and goal setting, Becoming work ready, interview skills, employer appreciation, driver licensing and assisted job search.

Previous experience and interest in working with young people preferred.

***To be successful in this role you will have:***

- Strong administrative skills
- Intermediate knowledge of Microsoft applications
- Experience with Databases
- Attention to detail
- Sound experience supporting and guiding youth towards positive outcomes
- Collaborative approach and commitment to work within a multi-disciplinary team and culture
- Exposure and experience using motivational and strength based approaches and strategies with youth
- Knowledge of community needs and barriers and how to access services that will support and strengthen the community and youth's families
- Ability to work autonomously
- Commitment to practicing bi-culturalism in an everyday situation
- A sound knowledge of community resources and how to access information and resources relating to education, employment, housing and health services
- Ability to build strong relationships with peers and stakeholders
- Experience working with a range of cultures
- Full Drivers Licence
- Great Attitude

Youth Service West a place for West Auckland Youth; We provide a continuum of support and care for young people aged between 10 and 20 years old. Our programmes are relevant, inclusive and place West Auckland young people in the centre. With a range of programmes and trained professional in our team, we customise a plan to support each young person helping them to achieve a brighter future. We have four teams operating out of our New Lynn hub.

## ***About Youth Horizons***

Youth Horizons is a specialised non-profit organisation providing therapeutic services for young people who have complex behaviour and/or mental health needs. Our innovative approach combines evidence-based models of practice along with a focus on our core values of Manaakitanga, Wairuatanga, Aroha and Whanaungatanga. Our national office is in Auckland and we have over 250 staff and caregivers supporting young people and their families and whanau across Northland, greater Auckland, Waikato, Bay of Plenty, Hawkes Bay, Lower North Island and Lower South Island. To find out more about Youth Horizons, visit [www.youthhorizons.org.nz](http://www.youthhorizons.org.nz)

***To apply please send a cover letter and copy of your CV to:***  
***carmen.atama@youthhorizons.org.nz***

***For further queries contact Carmen Atama: 0800 937 997 / 021 673 850***

***Applications close 8th January 2016***



YOUTH HORIZONS | KIA PUAWAI

*Our youth, our future*