



pathways
ahakoā te aha

Position Description

Farming Coordinator

Last revised date: January 2025

About Pathways and the Wise Group

At Pathways, we provide community-based mental health and wellbeing services throughout New Zealand. Every year we support around 5000 adults and young people, all around New Zealand, to live their dreams and flourish – from supporting young people to love life, be resilient and feel good about their futures, to providing adults with support around practical daily living, leading a healthy life, employment and housing.

Pathways was established in 1989, introducing a new model of care to the mental health sector. Today, with our inspirational dream of ‘transforming mental health and addictions through fostering strong, compassionate, self-supporting communities’, we’re continuing to lead, innovate and pioneer new ways of working.

We believe everyone can recover and we’re here to do everything we can to support them in their recovery. Our spirit of ‘whatever it takes’ is not just a slogan on the wall for us, our employees live this spirit every day.

While mental health is our priority, total wellbeing is our goal. We’re all about hope and respect and providing personalised support that changes as people’s needs change. We are committed to working in a trauma informed way, recognising the impact trauma may have had on people and working with them to build their resilience and protective factors.

Join us on our journey of helping people live a life they love.

The Wise Group

Pathways is part of the Wise Group, one of the largest non-government providers in New Zealand. The Wise Group is a family of charitable entities, all linked by a common dream – to create fresh possibilities and services for the wellbeing of people, organisations and communities.

Being part of the Wise Group gives Pathways access to a wealth of resources and support, both from our shared business infrastructure services and from other entities in the group.

About Pathways and Hamlin Road Farm

Hamlin Road Farm is a subsidiary of Pathways Ltd and was developed to provide employment opportunities to people with the experience of mental illness.

Pathways is registered as a charitable company and a leading national provider of mental health and wellness services. It provides a range of support services around housing, practical daily living, employment and being healthy to help people to live well in the community of their choice.

With the recognition that people do recover and their needs change, Pathways has continued to evolve and develop a wide range of innovative support choices, looking for inspiration from people using services, employees and families/whanau, and to examples of best practice elsewhere in New Zealand and internationally.

Hamlin Road Farm is an organic certified horticultural and farming environment that provides 6-month transitional employment opportunities for people with experience of mental illness, adding another dimension to their recovery journey. Additionally, the farm offers an educational experience creating the opportunity for people to gain formal qualifications including agri-business and literacy. The farm allows people to create an identity as a worker and gain the skills, qualifications and confidence to think about a job anywhere.

Position

Reports to:	Team Coach
Location:	Hamlin Road Farm – Ardmore Road
Purpose:	<p>Provide exceptional support to people using Hamlin Road Farm service, support growth of capacity and capability of the service, and develop and maintain relationships with multidisciplinary teams and external agencies to contribute to the ongoing success of the services offered by Hamlin Rd Farm.</p> <p>The purpose of the Farming Coordinator position is to assist in the efficient and effective running of the office and ensure flexible and responsive support on the farm, the farm workers and trainees. This includes animal husbandry skills, general farm maintenance, paddock management, social media management and on call support when required.</p>
Relationships (Internal):	Pathways employees, Wise Group employees
Relationships (External):	People using services and their families/whanau and support people DHBs, other key stakeholders, external suppliers, government and community agencies

Ohia nui

Inspirational Purpose

We support people to live full lives; hopeful and connected to what matters to them



Aronga matua

Focus

Front of mind, every day

December 2022

Wairua

Spirit

Ahakoā te aha
Whatever it takes



Tūmanako tangata

Character Attributes

Aroha *Loving*
Whakahonohono *Connected*
Harikoa *Joyful*
Tika *Authentic*
Manako *Hopeful*
Māia *Courageous*
Māhorahora *Generous*
Pou Piripono *Reliable*

Mātāpono Beliefs

- Te Tiriti o Waitangi drives us to be pro-equity
- Living well is our goal, mental health and addiction is our priority
- We are part of great partnerships that deliver to people
- Peer support and lived experience are integral to what we do
- Helping everyone we support to have somewhere to live, something to do, something to hope for and someone to love
- Connected, diverse and compassionate communities build strength and resilience
- Our staff make the difference
- Sustainability influences our actions
- Evidence-based practice, tikanga and mātauranga underpins our mahi
- We invest in finding out 'What do you need right now?'

Wero nui

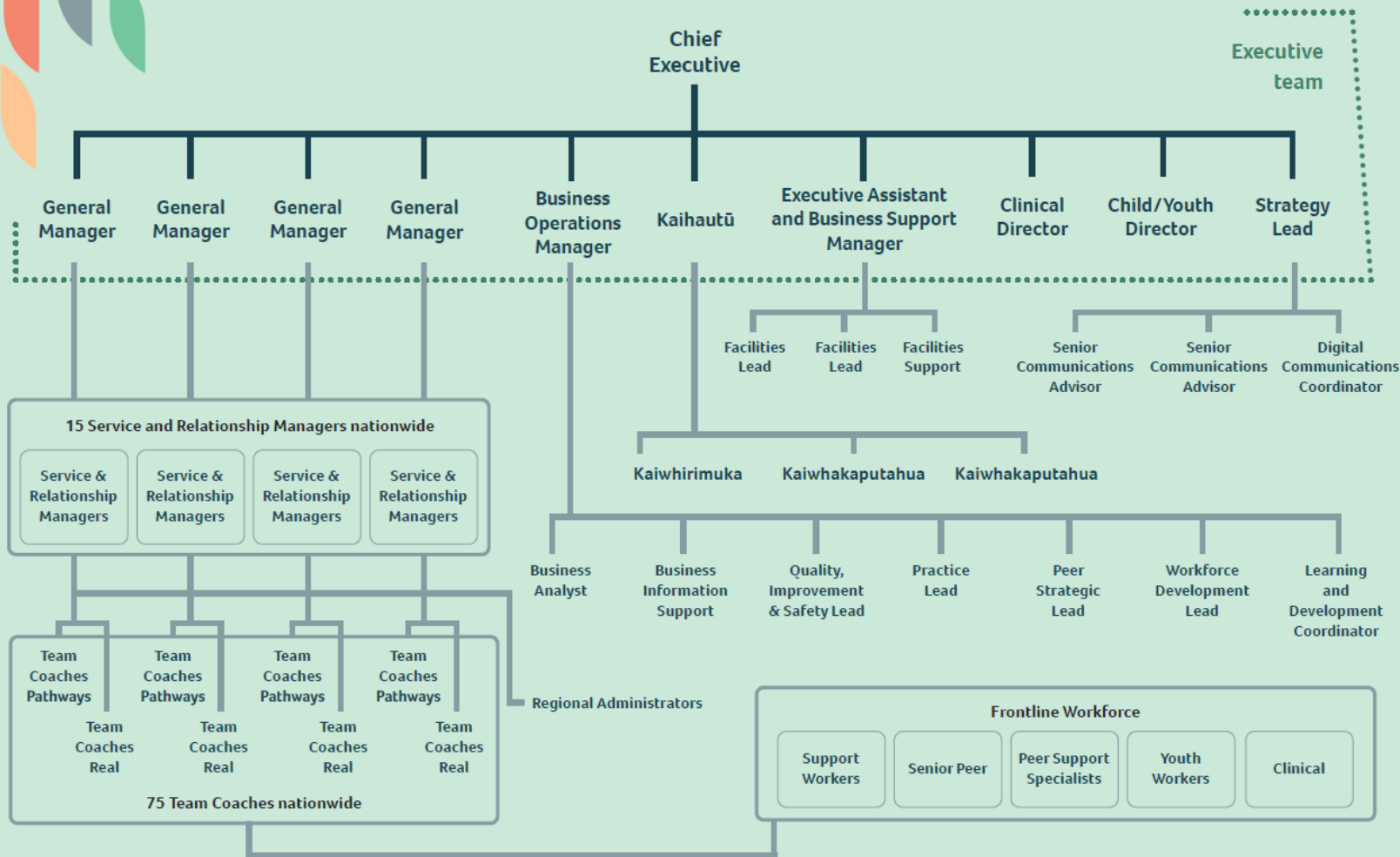
Greatest Imaginable Challenge

Every person using our services achieves equitable access and outcomes

pathways
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Pathways and Real leadership structure



Business Support Service

People and Culture

Information Services

Property Solutions

Finance

Design and Digital

January 2025

Requirements of the position

Focus	Activities	Outcomes
Operational Management	<ul style="list-style-type: none"> • Oversee daily routines, ensuring kaimahi are aware of the requirements for the day, and are appropriately assigned shared responsibility • Confirm timesheets are completed correctly, checked against the roster and reflect actual hours worked by individual kaimahi • Develop and maintain collaborative, communicative relationships with external services and organise and document collaborative reviews. • Ensure Recordbase is kept up to date and ensuring daily notes are completed in a timely manner • Ensure standard operational matters in regards to external agencies are dealt with in a professional and timely manner. Any complex issues are dealt with in conjunction with the Team Coach • Process all invoices and statements in a timely manner • Handle all contracts that are required to keep the farm running e.g. lawns, garden maintenance • Collate and distribute monthly returns and stock audits • Undertake tasks as appropriately delegated by the Team Coach • Provide On-call cover for the farm phone as required 	<ul style="list-style-type: none"> • Staff time sheets are collated correctly and timely submitted to the Team Coach for authorisation • People using Pathways' service are well catered for in a safe and effective manner

Farm Work and Trainee Development

- Coordinate production and processing as instructed by the Farm Team Coach
 - Work cohesively with trainees during harvest ensuring that harvest is completed on schedule
 - Ensure incoming and outgoing deliveries are handled appropriately. Relaying any concerns to the Farm **Team** Coach
 - Perform lawn mowing and garden maintenance contracts as required
 - Facilitate workshops as required
 - Work cohesively with trainees to ensure morale of the team is high
 - Offer effective solutions when faced with production or processing problems
 - Implement effective production tracking and quality control systems to quickly detect and remedy production problems and ensure product is of the highest standard
 - Contribute to the retention of the Farms organic status and ensure all farming practices adhere to organic regulations
 - Weekend market support as required; time worked will be taken from weekly hours as arranged with manager
 - Support farm workers to create an identity as a worker and gain the skills, qualifications and confidence to think about a job anywhere
 - Help with recruitment, interviewing and selection of trainees as required
 - Ensure all new trainees undertake a comprehensive induction/orientation within appropriate time frames
 - Help coordinate learning opportunities (both formal and on the-job) to contribute to the development of trainees
 - When trainees are experiencing issues, ensure this information is passed onto the Team Coach.
- Best practice standards are documented and shared
 - Contribution is made to relevant projects and initiatives locally, regionally or nationally.

<p>General Administration</p>	<ul style="list-style-type: none"> • Welcome and receive any guests in a professional and supportive manner to the farm office and direct as appropriate • Oversight of office calls, messages, mail are reviewed and responded to in a timely manner • Ensure the farm office is clean and all stationery or required equipment is ordered and replaced • Assist in planning and delivery of events and hospitality requirements • Petty cash, banking and reconciliation is completed in a timely manner • Contribute during team meeting and record minutes as required • Support with internal reporting such as QQR, audits for organic certification AssureQuality and GAP audit. • Social media management, updating, reviewing and posting weekly • Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards 	
<p>Supporting recovery and wellness</p>	<ul style="list-style-type: none"> • Actively involve people using Pathways’ service in planning and goal setting to ensure all plans reflect the individual goals and preferences of individuals. • Encourage and support people using Pathways’ service to access and participate in community activities and resources, educational opportunities, vocational activities and work experience opportunities • Ensure all health problems relating to people using Pathways’ service are quickly identified and appropriate actions are taken • Encourage healthy lifestyles, including good nutrition, regular exercise and smoking reduction and support people to implement and sustain this approach • Provide effective support relative to people’s individual desires and needs. • Be a positive role model, to ensure people become more active participants in their own recovery. • Implement Crisis Prevention Intervention techniques as required 	<ul style="list-style-type: none"> • People using Pathways’ service benefit from contact with Pathways, with positive and sustainable outcomes. • People who are experiencing distress and whose usual wellness tools are not working are supported in relation to their safety, including regaining control of their lives and health • People find ways to “unwind” and lower their levels of stress • People undertake activities and therapies that are helpful in supporting recovery and in self-calming.

<p>Communication and Relationship building</p>	<ul style="list-style-type: none"> • Develop and maintain professional relationships with all key external agencies and stakeholders, to provide an accurate and comprehensive understanding of Pathways role and responsibilities • Ensure Hamlin Road Farm service is provided in cooperation with other service providers • Ensure Pathways kaimahi are proactive in communicating with others • Access advice from and/or facilitate referral to specialist services when required, ensuring people using Pathways' service receive support based on sound practice • Participate in public education and advocacy ensuring Pathways is professionally represented to external organisations 	<ul style="list-style-type: none"> • Ensure people using Pathways' service are supported to engage with specialist services, e.g. behavioural support team, clinical psychologist etc
<p>Quality Matters</p>	<ul style="list-style-type: none"> • Ensure all accommodation is maintained to an acceptable standard • Ensure the farms Fleet of cars are registered, warranted, serviced and any issues or breakdowns are referred to professionals in a timely manner and in accordance with Pathways policy and quality standards. • Ensure service provided is in alignment with the principles of the Treaty of Waitangi, and delivered in a culturally sensitive manner • Facilitate and support family participation, so family/whanau feel involved, informed, valued and welcomed • Demonstrate a thorough understanding of Pathways Quality system, collective employment agreement, general policy document and other relevant legislation such as Health and Disability Commissioner Act, Residential Tenancy Act, Privacy Act, Human Rights Act, and Mental Health Act etc 	<ul style="list-style-type: none"> • All Pathways property (including residential property, lawns and gardens, and vehicles) is maintained appropriately, cleaned as required and all maintenance and repair requirements are promptly actioned • Pathways continues to achieve positive results in internal and external audit processes

<p>Be your very best</p>	<ul style="list-style-type: none"> • Plan regular uninterrupted times to meet with the Team Coach to review your 90-day plan and seek feedback on performance • Actively develop personal leadership skills • Develop a learning and personal development plan with your manager and implement this plan as agreed • Share knowledge gained from professional development experiences • Work in a culturally safe and respectful manner incorporating the principles of the Treaty of Waitangi and be mindful of the cultural diversity of the community. • Role model a healthy lifestyle. 	<ul style="list-style-type: none"> • You are well prepared for any forums and meetings, sharing what's working and what's not and bringing solutions for improvement. • Your skills are current and your innate curiosity means that you are always seeking new learning opportunities • You demonstrate behaviour that is consistent with equitable practices. • Evidence of Treaty of Waitangi principles are reflected in everyday practice and future organisational planning •
<p>Think and Act as One</p>	<ul style="list-style-type: none"> • Participate in creating a culture of think and act as one • Actively participate in and contribute to national leadership forums and regional meetings • Represent Pathways and the Wise Group in a professional manner at all times • Provide positive and effective participation and collaboration with other parts of the Wise Group in the achievement of challenges • Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards 	<ul style="list-style-type: none"> • The Wise Group based services feel connected to each other's work and each other • You are highly regarded for your contribution nationally within the organisation • The service continually repositions itself to meet perceived future need • Projects and tasks are completed within agreed timeframes to agreed standards

<p>Be committed to safety and wellness in the workplace</p>	<ul style="list-style-type: none"> • Health and Safety Champion for Hamlin Road Farm and complete required internal reporting • Take responsibility for personal wellbeing and health management within the workplace • Comply with legal obligations and safety and wellbeing policies and procedures • Role model excellent safety and wellbeing practices by reporting identified workplace incidents, near misses and/or hazards through the safety and wellbeing system as per Wise Group safety and wellbeing policy and procedure • Be committed to safety and wellbeing by following the Wise Group roles and responsibilities table (located on The Well). 	<ul style="list-style-type: none"> • Work practices are safe for self and others • Policies and procedures are understood and followed as designed • All safety and wellbeing reportable events are accurately reported within specified timeframes
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Accountabilities

<p>Authority</p>	<ul style="list-style-type: none"> • The role operates within practices and procedures covered by functional precedents and policies, and managerial direction. • Financial delegation – Nil
<p>Direct Reports</p>	<ul style="list-style-type: none"> • Nil

Know how

	Essential	Preferred
Practical and Technical Knowledge	<ul style="list-style-type: none"> • Good knowledge of general farm management • Working knowledge of machines and tools that are used in general farm management, including their usage, repair and maintenance • Working knowledge of organics • Holds a New Zealand Certificate in Health and Wellbeing (NZCHW) or a recognised equivalent, or be currently studying towards this qualification or a recognised equivalent • Knowledge of the Code of Health and Disability Services Consumers' Rights • An understanding of and commitment to the principles of recovery • Knowledge and understanding of the Treaty of Waitangi 	<ul style="list-style-type: none"> • Experience in a similar position in a similar industry
Physical	<ul style="list-style-type: none"> • Able to use production equipment as required e.g. scales, crates • Able to work in a 'physical' hands on role • Able to perform desk duties for periods of time 	<ul style="list-style-type: none"> • Knowledge of mental health and NGO sector development