



POSITION DESCRIPTION

Position	Kaiarataki / Kaiawhina (Rangatahi focus)
Work Unit:	Poutini Waiora
Responsible To:	Te Kaihautu or delegated authority
Responsible For:	Nil

Poutini Waiora is the only Maori Health and Social Service Provider based on the West Coast with offices in Westport, Greymouth and Hokitika. Poutini Waiora is a well established provider of quality, professional and responsive health and social services based on a 'whanau ora / pae ora' model of care.

Overview: The role of Poutini Waiora is to provide a range of free and accessible health and social services for Maori as a first priority to help achieve the vision of: **“Strengthen the mana and wellbeing of whanau and community”**.

Poutini Waiora Delivery Area: Te Tai o Poutini (Kawatiri, Mawhera, Hokitika/Westland, South Westland).

Purpose: A key objective is to work with existing health and community service professionals and organisations that are fully co-ordinated with the Integrated Family Health Centre (IFHC). Focused on relevant services for, and increase access to, and use of, those services by whanau.

Services will be whanau centred and will strive to ensure whanau become more independent in terms of their own knowledge and use of the full range of primary and secondary care, and disability support services as well as enabling to manage and improve their own health.

Vision: To empower whanau to achieve whanau ora / pae ora.

Mission: To build and nurture the strength of whanau through the provision of whanau ora / pae ora services throughout Te Tai o Poutini.

Values: Tikanga: The organisation and the services it delivers are underpinned by the customs and values of Te Ao Maori – Nga Taonga Tuku Iho.

Rangatiratanga: The ability to support whanau to be self-determining is paramount in all service delivery so they are able to make decisions about their own wellbeing.

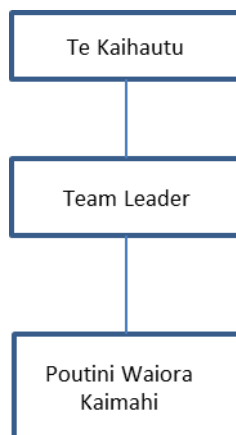
Manaakitanga: All whanau are welcomed into the service and provided with the most appropriate awhi and tautoko to assist them on their journey to achieve wellness.

Whanaungatanga: The practice of whanaungatanga is an essential part of the way we engage with whanau. To enable whanau to make connections that provide a sense of identity and belonging is essential for achieving whanau ora / pae ora – well being.

Wairuatanga: Wairua is an essential element of a person’s wellbeing. Being spiritually connected to our natural environment, having an understanding of our self-identity and the matauranga that underpins Te Ao Maori are all considerations when working with whanau to achieve their goals and aspirations.

Functional Relationships:	Internal	External
	Whanau Ora Nurses All other Poutini Waiora kaimahi Kaihautu Team Leader Governance Board Local Hapu Runanga Iwi	WCDHB CPH PHO IFHC Community groups Local NGO
Last Revision:	October 2019	

ORGANISATIONAL CONTEXT



KEY RESULT AREAS

Is accountable for	And is successful when
<p>Health Education and Support</p> <ul style="list-style-type: none"> ▪ Regular hui for tamariki, rangatahi, wahine, tane and kaumatua. ▪ Work with other providers to host education and health promotion for whanau ▪ Apply a tikanga framework to the work utilising other supports in the community to promote all things Maori ▪ Use existing resources and, where necessary, develop new resources appropriate to target audience and promotional activity ▪ Provide evaluations of all health promotion activities ▪ Provide client satisfaction surveys for all promotional activities and clients 	<ul style="list-style-type: none"> ⇒ 4 to 6 hui are held annually empowering and informing whanau to self manage and remain in their homes ⇒ Evidence each six months of no less than four encounters with providers in health promotion work for whanau ⇒ Evidence of aligning Maori kaupapa to health promotion work for whanau up to ten encounters every six months ⇒ Successful outcomes recorded for whanau where resources both internal and external have been used in target health areas up to ten encounters per six months ⇒ A clear project plan in place that evidences an annual calendar of informative sessions for whanau held monthly ⇒ 70% of your clients will be Maori with long term chronic conditions who have been followed up accurately according to level of urgency and need ⇒ Evidence of client satisfaction surveys ⇒ Evidence of health promotion evaluation
<p>Networking</p> <ul style="list-style-type: none"> ▪ Participate in Health Promotion ▪ Ensure promotional awareness activities and dates are sourced from respective organisations. ▪ Explore, coordinate and liaise with other services and / or agencies to provide a holistic approach to primary health initiatives. ▪ Ensure all clients are referred to the appropriate interventions and services ▪ Follow up all referrals to ensure appropriate interventions have occurred 	<ul style="list-style-type: none"> ⇒ Evidence of attendance at all meetings and contributions made reported monthly ⇒ Evidence of unified approach to health promotion activities reported monthly ⇒ Evidence of referrals and follow up coordination for all clients reported monthly ⇒ You will ensure services are provided to no less than 100 whanau per annum for the following <ul style="list-style-type: none"> ⇒ maternity or midwifery support services ⇒ cervical screening ⇒ mammography/breast cancer advice per annum ⇒ Aukati Kai Paipa Smoking Cessation programme per annum ⇒ Audiology services for tamariki ⇒ Dental educator for tamariki ⇒ Tamariki Ora Nurse for mothers and tamariki ⇒ Mental health services for rangatahi ⇒ Mental health services for adults ⇒ GPs for tamariki, rangatahi, tane, wahine and kaumatua ⇒ Social services for whanau

<p>Administration</p> <ul style="list-style-type: none"> ▪ Assist with the development and implementation of policy and procedures ▪ Collect and collate statistics on health conditions including narrative that matches the stats in a comprehensive monthly report ▪ Provide statistical data and/or information relating to your job as and when required by Te Kaihautu ▪ Participate in all internal and external audits of Poutini Waiora 	<ul style="list-style-type: none"> ⇒ Policies and procedures are adhered too and regularly audited for compliance ⇒ Monthly Reports reflect activities, targets met, evaluations and progress for whanau ⇒ Commits to own professional development plan and provides written evidence of that commitment
<p>Other</p> <ul style="list-style-type: none"> • Any other duties as and when directed by Te Kaihautu. 	

GENERIC JOB REQUIREMENTS

Kaupapa Poutini Waiora

<ul style="list-style-type: none"> ▪ Actively participate in Poutini Waiora kaupapa activities including noho marae, tikanga and te reo sessions, waiata, staff meetings etc. ▪ Input into the development and implementation of annual plans ▪ Participate in regular supervision; self management; peer supervision ▪ Follow organisational policies and procedures ▪ Adapt to and maintain a team & physical environment to enhance high quality performance

These responsibilities may be revised from time to time by the Te Kaihautu in Consultation with the Employee.

Key Performance Indicators will be used for the purposes of performance planning, appraisal and review along with such other performance targets as may be negotiated.

Person Specifications: QUALIFICATIONS

Essential:

- Non-Smoker.
- Computer Literate
- Current Drivers License.

Desirable:

- Tertiary qualification in Health Promotion/youth work
- Level IV Certificate in Hauora or similar tertiary qualification

Professional Development

- To participate with Management in peer review and personal performance appraisal and identify areas for professional development.

SKILLS AND EXPERIENCE

Essential:

- Confident
- Outstanding communication and public speaking skills (working with individuals, groups, and public forums)
- Good planning and organisational ability
- Excellent work history
- Passion for improving health
- Commitment to Māori development
- Capability to work with senior management and project teams
- A commitment to providing excellent promotional services.
- Capacity for cognitive behavioural delivery
- Facilitation and presentation skills
- Support and advocate for health initiatives

Desirable:

- Fluency in Te Reo Maori
- Knowledge of Tikanga
- Knowledge of the Treaty of Waitangi.
- Knowledge of local Māori and mainstream communities.

PERSONAL ATTRIBUTES

Essential:

- Organised
- Vibrant
- Energetic
- Motivated
- Healthy
- Confidential
- Honest
- Reliable
- Punctual
- Flexible
- Positive
- Multi-tasker
- Work well under pressure