

POSITION DESCRIPTION

Position:	Kaitūruki Whakahaumanu Mana Tāne (Cultural Support Worker)	
Reporting to:	Kaihautū Whakahaumanu Mana Tāne (Clinical Manager)	
Hours of Work:	40 hours per week	
Direct Reports:	Nil	
Key Objectives:	<p>To support delivery of the kaupapa Māori drug treatment programme (DTP) based in the Te Tirohanga Whare of the Whanganui Prison focused on helping participants make positive changes in their lives.</p> <p>To support/tautoko tangata whai ora in their recovery and wellness journey using the fundamental values of Tikanga Māori, Te Tirohanga, whānau ora and the skills and knowledge of alcohol and other drug work.</p>	
Accepted by:	Signature:	Date:
<<Name>>		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are;

Waipuna	Primary Health & Medical
Taihāhā	Disability Support Service
Waiora Hinengaro	Vocations, Mental Health and Addiction Services
Toiora Whānau	Whānau & Community
Waiora Whānau	Healthy Families
Whakahaumanu Mana Tāne	Clinical Services Corrections
Taituarā	Business Unit

Vision Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement To empower whānau into their future

Values

Tika	Excellence in how we do things
Whānau	At the centre of everything we do
Pono	Act with honesty and integrity
Mahitahi	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1: Alcohol and other Drug Work

Tasks:

- Supporting staff competency (especially with the integration of Mātauranga Māori into the therapeutic community);
- Providing training, mentoring and development for DTP personnel;
- Supporting the programme participants to enhance their own cultural identity and mana;
- Monitoring and maintaining the cultural integrity of the cultural concepts, frameworks and competencies used in the programme;
- Supporting reflective practice from a cultural perspective;

- Work with tangata whai ora to develop, implement and review goal and relapse prevention plans;
- Use therapeutic and best practice interventions to work on plans;
- Use co-existing problem knowledge to educate and inform participants on effects, consequences of drugs and options for health;
- Use whānau ora and tikanga Māori approaches in all work and implement the kaupapa of Te Tirohanga including karakia, waiata, mihi and pepeha;
- Implement karakia, waiata, mihi and pepeha through AoD work.

Key Performance Indicators

- Utilise Best practice methods and apply them to all drug and alcohol work
- Maintain cultural integrity of all cultural frameworks

Key Result Area 2: Collaboration and Team Work

Tasks:

- Work in a collaborative way with Te Oranganui internal services and external community agencies to meet needs of participants;
- Work in conjunction with Corrections staff to implement manuals, policies and processes;
- Liaise and consult with health services within Corrections as necessary to improve health of tangata whai ora.

Key Performance Indicators

- Maintain working relationships across all aspects of work and its tasks

Key Result Area 3: Information Management

Tasks:

- All administration and documentation is completed in accordance with service and the organisational guidelines and within specified timeframes;
- Complete all reporting and communication requirements in a timely manner;
- Initiate, suggest and participate in continuous quality improvement activities;
- Electronically record and evidence goals and outcomes for reporting purposes

Key Performance Indicators

- Time management and accuracy of all documents
- To be actively involved quality improvements

Key Result Area 4: Supervision

Tasks:

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor;
- Ensure that all practice and case issues are taken to supervision and caseload management;
- Manage work priorities, personal workload and stress levels with the support of the Clinical Manager and supervisor;
- Comply with the requirements of the supervision contract and regulatory authority covering the role;
- Regularly reflect on own practice and make adjustments as necessary to ensure a quality service

Key Performance Indicators

- Ensure all feedback given from supervision evaluations are adjusted to your work tasks, and approaches
- Frameworks to include all regular cultural supervision requirements
- Evidence of this framework must be made available to the Department on request.

Key Result Area 5: Knowledge & Relationships

- Continuously build your knowledge base on the developments of the sector to embrace innovation and opportunities
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for Whānau
- Actively participate in all team and one-on-one hui and workshops

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development
- Maintain strict confidentiality at all times

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

Person Specification

Qualifications and Skills

- The Cultural Support Worker is expected to have fluency in te reo Māori and a strong foundation in tikanga.
- Expected to have a good working relationship and endorsement from Mana Whenua.
- An understanding of therapeutic practices and the ability to weave key concepts and practices with a Māori world view is vital.

Key Behaviours and Attributes

- Professional and a high level of personal integrity
- Good judgement
- Excellent facilitation and communication skills
- Understand and be committed to improving health for Māori
- Open to different perspectives of tangata whai ora
- Believe in and can implement the recovery and wellness approach
- Well organised and can prioritise
- Able to maintain confidentiality
- Creative and innovative within restricted resources
- Fluency in the use of Microsoft office navigation

Physical Attributes – Administration/Management positions

- Occasional lifting up to 10 kg.
- Must be able to work in an office and prison environment.
- Manual dexterity needed for keyboarding and other repetitive tasks.
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position.

Other Requirements:

- Current clean, NZ full driver's license
- Must be able to pass both Te Oranganui's vetting and background check processes in addition to the Department of Corrections/MOJ security checks
- Non-smoker