

## POSITION DESCRIPTION

<b>Position</b>	Kaitūruki - Toiora Whānau (Fixed Term – 2 years)	
<b>Team:</b>	Toiora Whānau (Whānau & Community)	
<b>Reporting to:</b>	Kaihautū Toiora Whānau	
<b>Staff Responsibility:</b>	Nil - Collegial support to administration staff across the organisation	
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Provide strong administrative support, facilitation and coordination to whānau/hapū</li> <li>• Coordinate all hui and administration supports i.e. minutes, hui coordination, whānau planning in collaboration with Kaitiaki within whānau/hapū</li> <li>• Consolidate strong relationships with key stakeholders, marae, hapū, iwi and Whānau Ora partners</li> <li>• Develop application and accountability processes for Kete te Ora funding</li> </ul>	
<b>Functional Relationships</b>	<ul style="list-style-type: none"> <li>• Key stakeholders cross sector alliances e.g. Whānau Ora Commissioning Agency, Whānau Ora Kaiako, Suppliers, Partners etc</li> <li>• Te Oranganui services</li> <li>• Whānau Ora teams</li> </ul>	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>
<<NAME>>		

### Background

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

Waipuna	Primary Health & Medical
Taihāhā	Disability Support Service
Waiora Hinengaro	Vocations, Mental Health and Addiction Services
Toiora Whānau	Whānau & Community
Puawai Whānau	Tamariki Wellbeing
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. Whānau Ora

- 1.1. Provide support to all colleagues and the organisation as is relevant to embedding a seamless Whānau Ora approach
- 1.2. Actively promote and demonstrate the Te Oranganui Kaupapa Ake principles and values of practice in your daily work and relationships/engagement

#### Key Performance Indicators

- Principles/values are upheld at all times

### Key Result Area 2. Administration and Supports

- 2.1. Ensure sound development of processes and systems (practical and administrative) that support whānau to access kete te ora funding
- 2.2. Liaise with and coordinate whānau/hapū hui/wānanga with whānau/hapū members to develop plans and priorities
- 2.3. Being open and responsive to new ideas, innovation and change
- 2.4. Maintain accurate data entry re: case management and tracking of progress through Whānau Tahī (database)
- 2.5. Provide administrative supports (where able) to whānau/hapū in the production of Whānau/Hapū plans

#### Key Performance Indicators

- Work in an effective and efficient manner ensuring all forums are adequately supported and tasks completed within the agreed timeframe
- Discretion and confidentiality is maintained at all times
- Ensuring that work occurs in a timely, precise, effective and efficient manner

### Key Result Area 3. Whānau Planning and Case Management

- 3.1. Identify whānau/hapū through an application process that are ready to enhance connection to their Turangawaewae, marae, hapū and wider iwi
- 3.2. Provide pastoral care to individuals/whānau as identified and where applicable
- 3.3. Provide support and guidance to whānau/hapū to develop a Whānau/Hapū plan with key priorities
- 3.4. Work with 10 whānau over 2 year period to co-design, develop and implement whānau/hapū plans and priority areas
- 3.5. Strengthen relationships with key stakeholders i.e. Marae, hapū, iwi, Whānau Ora partners and supporting services (where applicable)
- 3.6. Report evidenced based outcomes/success stories using various methods i.e. Newsletters, Reports, Whānau Tahī etc
- 3.7. Work with the finance team and Management to develop process for Kete te Ora funding requests
- 3.8. Establishing and maintaining authentic relationships that will support whānau/hapū to achieve their aspirations

#### Key performance indicators

- 10 registered whānau/hapū
- 10 Whānau/Hapū Plans developed
- Whānau Ora outcomes evidenced/achieved
- Monthly monitoring tools are submitted in a timely manner
- All administrative processes are followed effectively and efficiently

## General Provisions

- Maintain and grow own knowledge in advanced administration, facilitations, coordination tools and skills
- Motivates self and others to achieve organisational goals, and meet, improve or exceed standards across sectors
- Actively participate in Te Oranganui kaupapa activities including attending pōwhiri, karakia, whakawhanaungatanga, waiata sessions 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 a high level of confidentiality at all times.
- Undertake any other additional tasks/activities as directed by the Kaihautū.

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as 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

### Experience & Qualifications

- Tertiary level qualification (Level 4 or higher) relevant to the position
- Proven experience in role with accountability with a wide variety of skills when working with groups/whānau, hapū
- At least 3+ years' experience in a similar role

### Essential Skills

- Demonstrated organisational and planning ability for the successful completion of work
- Excellent Microsoft Office skills including Outlook, Word, Excel, Adobe and PowerPoint
- Strong information gathering and analytical skill
- Excellent minute taking skills
- Accuracy and attention to detail
- Ability to maintain a high level of confidentiality

### Personal Attributes

- Proactive, co-operative, and strive to achieve the best outcome for your team
- Must be very well organised, enthusiastic and eager to assist where necessary
- Commitment to whānau, hapū and Iwi
- Ability to converse and understand Te Reo Māori me ōnā tikanga

### Relationship Management

- Establish and sustain positive working relationships with people at all levels within the health and wellbeing public, private and voluntary sectors.
- Have the ability to establish and utilise already established professional networks as part of the role
- Strong connections/networks with hapū, iwi of Nga Wairiki Ngāti Apa, Te Ātihaunui a Pāpārangi and Ngā Rauru