

POSITION DESCRIPTION

Role:	Kaimahi	
Team:	He Puna Ora	
Reporting to:	Team Lead - He Puna Ora Kaihautū Puawai Whānau General Manager of your specific Māori Health Organisation	
Direct Reports:	Nil	
Job Purpose:	Provide an intensive outreach coordination service for hapū māmā and whānau of tamariki up to 3 years of age who are experiencing problems with alcohol and other drugs and are poorly connected to health & social services.	
Functional Relationships:	<ul style="list-style-type: none"> • Māori Health Outcomes Advisory Group MHOAG • Te Oranganui Trust • Kaihautū Puawai Whānau • Oranga Tamariki • He Puna Ora • Mental Health and Addictions Services • Community Networks • Maternity Services/Midwives • General Practitioners • Public Health nurses • Well Child Tamariki Ora providers • Ministry of Social Development Services • Corrections • Housing NZ Kainga Ora • Non-Government organisations 	
Salary range:	Negotiable	
Accepted by:	Signature:	Date:
NAME		

Vision

Mission statement

Values

Tika

Whānau

Pono

Mahitahi

Korowaitia te puna waiora, hei oranga motuhake mō te iwi
To empower whānau into their future

Excellence in how we do things
At the centre of everything we do
Act with honesty and integrity

Committed to working together for the betterment of our Whānau,
Hapū, Iwi and communities

Whakaroa Mahi: *Roopu Whakahaere*

He Puna Ora is a new service, and a new model of service delivery being developed to support hapū māmā, and/or whānau with pēpi/tamariki, and who have significant issues with alcohol and other drugs, and whom health and social support services are only able to support in a limited manner.

He Puna Ora has a collective governance structure called the Māori Health Outcomes Advisory Group MHOAG. This consists of Te Oranganui Trust, Te Kotuku Hauora, Ngāti Rangi Community Health Centre, Te Puke Karanga Hauora and Mokai Patea Services. These providers operate within the Te Ranga Tupua Iwi Collective boundaries.

Te Oranganui Trust is the contract holder for this kaupapa.

Kaimahi will be employed by one of the MHOAG Providers and be based within their organisation. In terms of employment they will be employed by and responsible to their Māori health organisation. In terms of kaupapa they will be responsible to the Team Lead of He Puna Ora.

Key Result Area 1: *Purpose*

- To engage with hard to reach complex and high need wāhine and their whānau who have been exposed to or who are having problems with alcohol and/or drug addiction
- To work intensively with an assigned caseload, and implement a service model that will use a mix of wānanga and case management, underpinned by Mātauranga Māori.
- To identify, assess and share risks with Kaihautū and colleagues of He Puna Ora to facilitate positive outcomes for your clients and their whānau
- Ensure a smooth and effective pathway for wāhine and their whānau referred to He Puna Ora by reducing any barriers to other services
- Competent at addressing the cultural needs of wāhine and her whānau
- Encourage and facilitate peer support for wāhine as it focuses on what will sustain recovery, reconnection with whānau/family, achievements and purposeful activities
- To facilitate the therapeutic recovery of wāhine and their whānau
- To encourage a kaupapa of active learning and embracing feedback, inclusive of tāne/wāhine balance, tuakana/teina support
- There may be times when you are required to work after hours

Key Result Area 2: *Whānau Ora*

- Uphold the principles of Whānau Ora within the team and across services and organisations
- Ensure the inclusion of Whānau Ora as core practice within the team
- Understand Whānau Ora outcomes framework and include Whānau Ora plans as a contribution to whānau aspirations and potential within your practice.
- Work alongside of whānau as creators and drivers of their own Whānau Ora plan
- Engage and contribute with other team members to ensure an integrated approach in working with Whānau Ora within and across organisations.
- Contribute to the advancement of Whānau Ora at a local, regional and national level
- Participate in Whānau Ora training.

Key Result Area 3: Professional practice

- Utilise information available to prioritise wāhine accepted into the service
- Be responsible for managing a caseload of clients with increasing complexity and to independently adapt and make decisions regarding AOD interventions
- To carry out comprehensive assessments with wāhine and their whānau, including the development of a whānau plan and connections with other services.
- Be the conduit between wāhine, GP services, midwives and other services.
- Work in a collaborative and consultative manner with support from the He Puna Ora team and Kaihautū
- Facilitate wānanga using a range of innovative methods as appropriate to meet the learning needs of the whānau.
- Regularly assess risks on your own caseload and act to effectively manage or reduce the identified risk, seeking support where appropriate.
- Incorporate te reo me ona tikanga Māori into work practices; create and sustain an environment that promotes and addresses Māori issues;
- Establish an environment of respect and trust
- Demonstrate the ability to include cultural safety and wellness of the client and their whānau when relating to care and processes within He Puna Ora
- Demonstrate an understanding of Te Tiriti O Waitangi
- Participate in any other duties, within your organisation which will assist the provision of a comprehensive and collaborative service

Key Result Area 4: Health Safety & Wellbeing

- Compliance of all health & safety policies and processes of your organisation and He Puna Ora.
- All activities must be planned, organised and facilitated well in order to prevent harm and promote wellbeing in the workplace;
- Report, eliminate, isolate or minimise any hazards
- Participate in health and safety management practices of the organisation
- Adhere to the organisation's health and safety policies and procedures
- Participate in regular internal and external supervision

General provisions

- Actively participate in organisational kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.;
- Proactively promote your organisation and He Puna Ora in a positive light in all activities and those related parenting services from the MHOAG collective
- Actively participate in ongoing professional development and supervision
- Participate in regular internal file audits
- Maintain practice within the code of professional conduct, competencies and standards of your professional body
- Complete reporting template in a timely manner
- Participate in any other related kaupapa on an as needs basis

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

Clinical (3 Positions)

- A clinical qualification at degree level (i.e. Registered Nurse or Registered Social Worker or other)
- An AOD qualification at a degree level or be working towards an AOD qualification
- Professional registration or working towards registration (DAPAANZ, SWRB etc)
- Skills and experience in working with whānau and or in developing and facilitating wānanga

Non-Clinical (5 Positions)

- A qualification or experience that shows an interest in wanting to work in this area
- Skills and experience in working with whānau and or in developing and facilitating wānanga

Administrator (.5 Position)

This role will be working 20 hours providing administrative support and reception duties for He Puna Ora.

- Administration experience
- Knowledge and experience working with Microsoft Office applications
- Knowledge of data management systems an advantage

All Staff

We encourage applicants with a lived experience who have successfully overcome their addiction to apply.

Expertise in Mātauranga Māori and relevant Tertiary Qualification or working towards and:

- “Go Getter” attitude
- Creativity
- A great sense of humour
- Honest, reliable, respectful
- Will always “Walk the Talk”
- Computer literate.

Specific Responsibilities

- Establishing and maintaining authentic relationships
- The ability to contribute to new ideas, innovation and change

Essential

- Proficiency in Te Reo Māori and embodying tikanga Māori in all aspects of your work
- Ability to work positively under pressure and continuously re-prioritise workload while maintaining a high level of accuracy
- Excellent written and verbal communication skills, with an attention to detail
- Is reliable, friendly, approachable and resilient
- Passionate about delivering high quality services for whānau
- Flexible, adaptable and resilient
- Ability to build and maintain credible relationships internally and externally
- Ability to work unsupervised and make sound decisions

- Ability to persevere with a task, and to display the required energy to achieve the objectives despite obstacles
- Ability to write professional reports and correspondence
- High level of professionalism
- Is proactive, resourceful and efficient and accurate with detail

Physical Attributes – Community based

- A medium degree of physical capacity is required as the work involves standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) both in an office environment and out in the community
- Visual ability sufficient to drive a motor vehicle, read accurately, write/record in a legible manner
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication

Other requirements of this position

- Current clean, full NZ driver license
- Must be able to pass a background police check process
- New Zealand citizenship, permanent resident status, or a NZ work permit
- Must agree to and be able to pass a drug test