

POSITION DESCRIPTION

Position	Kaitūruki: Whānau Support Part of the Te Toronga Whānau Programme Fixed Term 2 years	
Team	Waiora Hinengaro (Vocation, Mental Health and Addiction Services)	
Reporting to:	Kaihautū (Service Manager)	
Job purpose	To provide support, empowerment and education services to whānau who have been affected by whānau member/s using drugs. Services to whānau on their recovery and wellness journey using the fundamental values of Tikanga Māori, whānau ora and the skills and knowledge of alcohol and other drug work.	
Accepted by	Employee Signature	Date:
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;

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement

To empower whānau into their future

Values

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

KRA 1: Whānau mahi

Tasks:

- Provide AoD screening, assessments and risk assessments
- Work with tangata whai ora and whānau to develop, implement and review goal, relapse prevention and discharge plans
- Use therapeutic and best practice interventions including brief interventions
- Work on the implementation of goals in a creative and supportive way
- Use measurement tools for outcome and output evidence
- Participate or lead organisation and facilitation of whānau and AoD hui and wānanga
- Use co-existing problem knowledge to ensure delivering all round care
- Use whānau ora and tikanga Māori approaches in all work
- Be a registered member of DAPAANZ or professional body or working towards this and follow requirements to maintain membership and registration

KRA 2: Collaboration and team work

Work with others to ensure positive and empowering outcomes for whānau

Tasks:

- Have active and current relationships with organisations that focus on mental health and/or addiction, whānau support and employment service provision
- Work in a collaborative way with internal services and external agencies when “shared care” services needed
- Liaise and consult with GPs and other health services as necessary to improve health of whānau members
- Work with wider team to ensure all needs are met in relation to mental health and addiction service needs

KRA 3: Information Management

Ensure information and documentation is accurate and timely

Tasks:

- All administration and documentation are completed in accordance with service and organisational guidelines and within specified timeframes;
- Complete all reporting and communication requirements in a timely manner;
- Participate in quality improvement activities as required;

KRA 4: Supervision

Ensure safe practice for whānau through actively participating in regular 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 management issues are taken to supervision;
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Comply with the requirements of the supervision contract and professional body
- Regularly reflect on own practice and adjust as necessary to ensure a quality service to whānau

KRA 5: Knowledge & Relationships

To stay abreast of developments and build strong community links that enhance the service provided to tangata whai ora and their whānau

Tasks

- Continuously build your knowledge base on the developments of the whānau support, mental health and addictions sector to ensure whānau are receiving the best possible service
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- 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 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 and in-service training opportunities

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

PERSON SPECIFICATION

Experience & Qualifications

- Registration with a professional body covered by the Health Practitioners Competence Assurance Act 2003 or Social Workers Registration Act 2019
- Experience working with whānau and or alcohol and other drug work or mental health services
- Full drivers' licence
- Can use word processor for documentation and communication needs including word processing and internet research

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Excellent communication skills and confidence in facilitation of groups/ hui
- Understand and be committed to improving health for Māori
- Open to different perspectives of whānau
- Well organised and can prioritise
- Able to maintain confidentiality
- Is acceptable to whānau, hapū and iwi and Māori community
- Creative and innovative within restricted resources

Physical Attributes – Administration positions

Kaitūruki Whānau Support
Position Description

- Occasional lifting up to 10 kg
- Must be able to work in an office 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