

POSITION DESCRIPTION		
<b>Position</b>	Kaitūruki Rangatahi Kaiarahi	
<b>Team</b>	Toiora Whānau	
<b>Location/Speciality</b>	Rangatahi Team (Kaiarahi)	
<b>Reporting to:</b>	Kaihautū Toiora Whānau	
<b>Job purpose</b>	<p>Whānau Ora is a part of the Toiora Whānau service of Te Oranganui.</p> <p>The ideal outcomes for whānau enrolled with this programme are that:</p> <p><b>Whānau are:</b></p> <ol style="list-style-type: none"> <li>1. self-managing</li> <li>2. living healthy lifestyles</li> <li>3. participating fully in society</li> <li>4. confidently participating in te ao Maori</li> <li>5. economically secure and successfully involved in wealth creation</li> <li>6. Cohesive, resilient and nurturing.</li> </ol> <p>The role of the Kaitūruki Rangatahi Kaiarahi is to connect rangatahi up with opportunities, pathways and tools that develop their full potential and support them on their journey towards achieving their dreams and aspirations. This role will work to identify opportunities, support to access and navigate avenues to address needs, enhance and consolidate strengths and empower rangatahi to become leaders in whānau, hapū and iwi and the wider community.</p>	
<<NAME>>	<b>Signature:</b>	<b>Date:</b>

### 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:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Puawai Whānau:	Tamariki 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

## Whānau Ora Navigation

Connect rangatahi and their whānau with opportunities to lead healthy lifestyles

- 1.1 Develop relationships within whānau, hapū and iwi and the wider community where direct opportunities exist to support rangatahi to achieve their full potential, aspirations and to grow leaders;
- 1.2 Build trust and rapport through whakawhānaungatanga with rangatahi and their whānau to establish supportive and effective relationships;
- 1.3 Work with rangatahi and their whānau to identify goals and develop/navigate clear pathways to make them happen;
- 1.4 Support rangatahi to develop te reo me ōnā tikanga;
- 1.5 Provide continued pastoral support for rangatahi as they undertake their pathways to lead healthy lifestyles
- 1.6 Assist rangatahi to build on their strengths and increase their resilience. Building and strengthening their own whānau networks support and access to community networks
- 1.7 Support, promote and advocate for healthier lifestyle options/choices to rangatahi i.e. quit smoking, dental care, healthy eating and physical activities, family planning, education and training, career pathway, etc.
- 1.8 Obtain and maintain an understanding of hapu and iwi developments, the health and disability and other sectors i.e. social, justice, education in order to ensure that rangatahi and or their whānau benefit from any new developments or opportunity
- 1.9 Work closely within the organisation to connect whānau to specialist supports, expertise and tools as needs are identified.

### KRA:

- Consolidated community relationships/networks
- Whanau Plans developed connecting whanau to resources, services and opportunities
- Understanding of community agencies, criteria and referral pathways

## Client Information Management

Ensure client information and documentation is accurate and timely

### Tasks:

- 2.1 All administration and documentation is completed in accordance with service & organisational guidelines and within specified timeframes;
- 2.2 Complete all reporting and communication requirements in a timely manner;
- 2.3 Participate in quality improvement activities as required
- 2.4 Electronically record and evidence rangatahi goals and outcomes for reporting purposes

### KRA:

- All registered whanau complete initial process within 4 week timeframe
- All registered whanau complete 3 monthly review of assessment/plans
- Case notes are entered within 48 hour turn around
- Monitoring tools are maintained up to date
- Attend all Whanau Tahi training as requested by Data Administrator

## Supervision

Ensure safe practice to rangatahi and their whānau through actively participating in regular supervision

### Tasks:

- 3.1 Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor;
- 3.2 Ensure that all practice and case management issues are taken to supervision;
- 3.3 Manage work priorities, personal workload and stress levels with the support of the supervisor;
- 3.4 Comply with the requirements of the supervision contract;

- 3.5 Regularly reflect on own practice and make adjustments as necessary to ensure a quality service to whānau.

### Knowledge & Relationships

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

#### Tasks

- 4.1 Continuously build your knowledge base on the developments of the youth sector and whānau ora to ensure rangatahi are receiving the best possible service
- 4.2 Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for rangatahi participating in Whānau Ora services
- 4.3 Actively participate in all Whānau Ora team and one-on-one hui and workshops
- 4.3 Develop and maintain key relationships across all sectors to support easier access to services when working with Whānau

#### KRA:

- Remain abreast of all Youth Development opportunities, strategies etc locally, regionally and nationally
- Attend all hui – service hui, team hui, MDT's, Professional Hui etc as or directed/requested by Team Leader and or Manager

### General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhānaungatanga, 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

### **Knowledge/Experience/Qualifications**

- Health qualification (Level 6 or higher) or other relevant field;
- At least 2+ years' experience in role working closely with kotiro, rangatahi and whānau;
- Established network base within the Health, Social & Disability sector;

### **Personal Attributes & Skills**

- Non-Smoker – or full commitment to remain smoke-free during the hours of work;
- Zero tolerance towards family violence
- Committed to empowering and supporting whānau;
- Have strong communication and facilitation skills;
- Have good judgement and analysis;
- Commitment to whānau, hapū and iwi;
- Act in a responsible, ethical and accountable way;
- Respectful, cooperative & supportive in all dealings;