

POSITION DESCRIPTION

Position	Kaitūruki – Te Whare Mahana Mental Health Support Worker (Casual)	
Team	Waiora Hinengaro (Vocation, Mental Health and Addiction Services)	
Reporting to:	Kaihautū Waiora Hinengaro (Service Manager)	
Job purpose	The key objective of this position is to provide onsite, and overnight support and monitoring of the tangata whai ora residing at Te Whare Mahana. To assist tangata whai ora to reach an optimum level of wellness through strengthening tinana, wairua, hinengaro and whānau.	
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
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

KRA 1: Supporting tangata whai ora
Work alongside tangata whai ora to reach their optimum level of wellness

Tasks:

- Support tangata whai ora with their connections and relationships with whānau
- Work with the tāpuhi and tangata whai ora to develop, implement and review the tangata whai ora goals and aspirations including the development of skills such as cooking and budgeting
- Follow any advice and legal instructions for the registered tāpuhi
- Work with and report on any changes to health and wellness to tāpuhi, that includes tinana, wairua, hinengaro and whānau
- Use recovery-based behaviour, values and attitudes and encourage and role model use of tikanga and kawa
- Be competent in working with and recording medication and other treatments as prescribed and/or required
- Understand and support tangata whai ora who are trying to change their use/misuse of alcohol and other drugs.

KRA 2: Facilities Maintenance and Household Management

Tasks:

- Supervise and/or support cleaning regime of the house
- Supervise and or support meal preparation and nutritional needs of the tangata whai ora
- Follow any infection prevention and control requirements
- Identify and action any repair work to the Kaihautū, urgent and non-urgent
- Maintain lawns and gardens
- Oversee and use all equipment, fixtures, fittings and furniture safely and for the purpose they were designed for
- Write reports on the house as requested by Kaihautū and for other organisational requirements
- Do shopping and stocktaking as required for the effective and timely running of the house

KRA 3: Client Information Management
Ensure client information and documentation is accurate and timely

Tasks:

- All administration and documentation are completed in accordance with service & 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 to tangata whai ora and their 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 and or case management
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- 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 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
- Develop and maintain key relationships across all sectors to support easier access to services when working with whānau

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

- Level 4 National Qualification (NZQA) or equivalent in mental health or committed to do the qualification
- Experience working with mental health and/or addiction services
- Can use word processor for communication needs including word processing, communication and internet research
- Current clean, full NZ driver's license

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- 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 approach
- 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 – 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

- Must be able to pass Te Oranganui background check process