



JOB DESCRIPTION – INJURY PREVENTION CO-ORDINATOR

Position Title:	Injury Prevention Coordinator
Location:	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust (“Kahungunu Executive”)
Reports To:	Health Promotion Team Co-ordinator
Internal Relationships:	Team Coordinator - Health Team Coordinator – Social Services Team Coordinator – Oranga Hinengaro Whānau Support Workers Community Support Workers Business Services Team Members Quality Team
External Relationships:	Community Service Providers Hauora Providers Hawkes Bay District Health Board Other service agencies-Sport Hawkes Bay, Whānau Members and Representatives

Kahungunu Executive’s Vision Statement:

“Te Oranganui o Nga Whānau o Te Wairoa”

Kahungunu Executive Mission Statement:

Delivering health, social services, oranga hinengaro and housing services that achieve whānau aspirations.

Kahungunu Executive Values:

Tika, pono, aroha – true, honest and compassion. This relates to being fair and honest when dealing with whānau and being respectful of their views and needs.

Manaakitanga – hospitality, kindness and support. This relates to showing respect, generosity and care for whānau.

Raranga – weave. This relates to collaboration with whānau, agencies and funders.

Rangatiratanga – ownership and autonomy. This relates to acknowledging the mana and autonomy of clients and that they stand independently.

Hiranga – excellence, importance and significance. This relates to providing the best quality support and assistance to whānau.

PRIMARY PURPOSE OF THE POSITION

To coordinate the day to day activities of the Kahungunu Executive Injury Prevention Service to ensure that the promotion of Safe Environments for Whānau and the community in Wairoa is implemented in line with the New Zealand Health Strategy – to ensure that all people of Wairoa will have the opportunity to live well, stay well and get well.

To incorporate the general objectives of the Safe Environments for Whānau (refer service specification) into the growth and expansion of the Injury Prevention Service and to align these with Kahungunu Executive Strategic goals of Outcomes framework, social innovation, Value our Staff and Highly Capable Organisation

To represent Kahungunu Executive by attending relevant Hui, meetings, and seminars where the presence of Kahungunu Executive is required to have representation from the organization and the interests of the Wairoa community.

SPECIFIC TASKS

ACHIEVEMENT AREA	KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE OUTPUT
Service Delivery	Contribute to the development and implementation of the Safer Environments for Whānau annual plan	The action points of the plan are implemented and services/programs are delivered in a coordinated and consistent manner	Safer Environments for Whānau plan performance indicators are achieved and Te Reo me ona tīkanga and Kaupapa Māori programmes is incorporated into the service delivery.
	To build whānau capability to achieve their aspirations	Engagement of Maori focused on the four priority areas of reduction of injuries sustained as a result of alcohol and drug related harm, children aged 15 and under, falls- especially older people and traffic accidents	New programmes developed that reflect priorities
	To work with others to improve community-wide outcomes and whānau outcomes in terms of Injury Prevention and Safe Sleep and Safety in Homes	Programs/services are delivered in a coordinated manner and evaluated to measure their effectiveness-Safe kids Aotearoa Programme, Safe Sleep, Sit and Be Fit, Car Restraints and others	Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behavior and circumstance as evidenced by subjective and objective data captured

	<p>Work collaboratively with other services and agencies (including internally)</p> <p>Deliver all current and future contracts effectively and efficiently</p> <p>Quality requirements are met</p>	<p>An integrated approach to service delivery is taken to ensure optimal health outcomes for users of the service. Joint police /KE roadside checks, diversion programmes.</p> <p>Attend regular meetings as scheduled to enhance collaborative relationships with agencies e.g. HB Child Interagency Network Group</p> <p>Quality requirements for the respective contracts are incorporated into service delivery.</p> <p>Documentation of programme works are current.</p>	<p>Number of promotional events</p> <p>Number of networks established and maintained.</p> <p>Reporting to Funders is timely and aligned with contract specifications.</p> <p>Staff are aware of provider quality specifications</p>
Staff Induction and Professional Development	<p>Complete KE Staff Induction</p> <p>To invest in, maintain, and improve staff capability</p> <p>Identify training needs (in collaboration with the Team Coordinator which are relevant to the position and staff needs.</p>	<p>New staff complete the KE induction programme to build knowledge and awareness of KE services, policies and procedures as well as network with other services and agencies.</p> <p>To attend two-monthly coaching with Team Co-ordinator</p> <p>To prepare for annual performance appraisal</p> <p>To participate in team development as required</p> <p>To identify and develop strategies to maintain wellness</p> <p>Staff attend relevant training to support them in delivering the service for Safer Environments for Whānau and Injury Prevention.</p>	<p>Induction programme completed and copy on file.</p> <p>Coaching record on personal file</p> <p>Performance Appraisal completed</p> <p>Team building activities attended</p> <p>Wellness plan completed if required</p> <p>Training plan submitted and record of training completed</p>
Health and Safety	To be aware of and abide by the Health and Safety policies	Staff will have an awareness of Health and Safety processes including	Health and Safety Induction programme and questionnaire

<p>Outcomes Reporting (RBA)</p>	<p>and procedures of Kahungunu Executive</p> <p>To collect feedback and data from clients/whānau about the service</p>	<p>(but not limited to) Infection Prevention and Control practices, Emergency Evacuation procedures, staff safety when visiting clients in the community, reporting of incidents and near misses.</p> <p>Appropriate methods to collect data are actioned to capture subjective and objective data to measure client/whānau outcomes. Staff is provided with feedback regarding evaluation of outcomes. Whānau are empowered to achieve their aspirations in terms of Injury Prevention.</p>	<p>completed.</p> <p>Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behavior and circumstance as evidenced by subjective and objective data captured. Evaluations analyzed and recorded through the Quality Management Systems. Feedback to staff are evidenced through team meeting minutes</p>
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Kahungunu Executive ki Te Wairoa Charitable Trust

Person Specifications

Position: Injury Prevention Coordinator

Attributes: The Injury Prevention Coordinator must have relevant skills, knowledge and experience. Preference will be given to applicants with experience in Injury Prevention, Health Promotion, Education or Community work. It is expected that the Injury Prevention Coordinator will be able to demonstrate their ability and willingness to undertake further and ongoing training. Full Police Checks will be conducted for all staff.

Essential:

- Proven local knowledge of Whānau, Hapū and Marae.
- Excellent interpersonal skills, with an ability to liaise confidently and professionally with a wide range of people and cultures
- Excellent organisational skills, with an ability to cope effectively with changing priorities and environment
- A commitment to the Treaty of Waitangi and Tikanga Māori
- Sound written and verbal communication skills
- Current full drivers licence
- A commitment to providing a high standard of customer service as well as working independently and as a team member
- An ability to maintain a high level of confidentiality and discretion
- A high level of motivation and initiative
- Provide timely and accurate reporting requirements to meet service deliverables and outputs
- Be conversant with the Statutory requirements of the Privacy Act 2020 and the Health and Disability Service Standards

Desirable:

- Proficient in Te Reo me ona tikanga
- Experience in the use of all Microsoft suite applications
- Be conversant with the New Zealand Health Strategy, New Zealand Injury Prevention Strategy.

Personal Attributes

- The ability to gain the confidence and trust of Whānau and agencies by consistently maintaining friendly, helpful and approachable manner.
- Present a confident and professional attitude.
- Ability to work appropriately with different cultures.
- Excellent attention to detail.
- The ability to work independently and in a team environment
- Able to prioritise and set realistic goals and timeframes.
- Ability to maintain confidentiality.