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## JOB DESCRIPTION

### TRADITIONAL MAORI HAUORA PRACTITIONER

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<b>Position Title:</b>	<b>Traditional Maori Hauora Practitioner</b>
<b>Location:</b>	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust ("Kahungunu Executive")
<b>Reports To:</b>	General Manager Contracts Manager Health Promotion Team Coordinator
<b>Internal Relationships:</b>	Administration Team Health Team (specifically the Mobile Nursing Team) Health Promotion Team Social Services Team Mental Health Team
<b>External Relationships:</b>	Primary Health Organisation Wairoa GP Practices/Practice Nurses HBDHB Services Ministry of Social Development Physiotherapist Occupational Therapist Other services/agencies that can assist wellness

#### **Kahungunu Executive's Vision Statement:**

Te Oranganui o Nga Whānau o Te Wairoa.

#### **Kahungunu Executive Mission Statement:**

Delivering health, social services, mental health and housing services that achieve whanau aspirations.

#### **Kahungunu Executive Whakatauki:**

Ko te Amorangi ki mua, Ko te hāpai o ki muri.

#### **Kahungunu Executive Values:**

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

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

**Raranga** – weave. This relates to collaboration with whanau, 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 whanau.

**PRIMARY PURPOSE OF THE POSITION**

To provide a complimentary holistic Hauora Maori service throughout the Wairoa District to the target population to improve client’s health, comfort and wellbeing through the provision of mirimiri and karakia. The service also aims to support clients to access any other services/agencies that can assist the client to achieve wellness and their aspirations.

**SPECIFIC TASKS**

<b>ACHIEVEMENT AREA</b>	<b>KEY TASKS</b>	<b>EXPECTED OUTCOMES</b>	<b>PERFORMANCE OUTPUT</b>
Coordinate and support the delivery of the service	Manage referrals in to the service	All referrals received are assessed for eligibility and are documented in the 'Referrals In' folder and are followed up	Contact is made with the client within 5 working days of referrals being received
	Support the process for the booking of appointments	Appointments are booked with clients in a timely fashion and good communication exists between the practitioner and the administration team	Clients are seen within 5 working days of booking appointment. A total of 60mins is allocated for the first consultation and 30mins is allocated for subsequent visits.
	Complete Client Intake and Consent forms	Client will be informed about and given a copy of the KE Rights and Responsibilities pamphlet and informed of the complaints process	Client enrolled into the service and informed consent gained. Client Intake and Consent form given to Administration to be put on Medtech.
	Assessment of client needs	Referral from GP reviewed with client. Client concerns, including information about any injuries and	Personalized treatment plans for individual clients are developed in

		<p>long term conditions, specific stresses or pains discussed. Clients will be referred to other services/agencies when appropriate and necessary to support wellness.</p> <p>Clients privacy and dignity is maintained at all times. Clients are communicated with to pinpoint which areas are in need of attention, determine the source of discomfort, and choose the best massage techniques to apply to the situation. Clients will be listened to during mirimiri and technique will be adjusted to meet their needs.</p>	<p>partnership with client which specify massage types, treatment areas and treatment frequency. Clients provided with wrap around services to support wellbeing.</p> <p>Feedback from clients via the client survey will indicate a high level of satisfaction with the service and will also indicate positive outcomes.</p>
	Delivery of mirimiri/karakia		
	Documentation	<p>The hardcopy of the GP referral, client intake and consent form and any other documentation is filed and stored in a locked cupboard. Notes are also documented on medtech.</p>	<p>Client documentation is filed and stored appropriately and client notes are documented on medtech within 24 hours of consultation.</p>
	Evaluate the quality of the service provided	<p>Feedback through client survey will be used to better inform service design and delivery. Program is evaluated to measure the effectiveness</p>	<p>Survey data from attendees shows an increase in knowledge, skill, change in attitude and behaviour as well as a high level of satisfaction. Survey data/evaluations of programme are given to Health Promotion</p>

			Team Coordinator.
Networking and collaboration with other services/agencies	Network and collaborate with other service providers (internal and external) who can add value to the programme and facilitate areas of the programme where appropriate.	An integrated approach to service delivery is taken to ensure optimal health outcomes for users of the service.	The service receives a high number of referrals from GP practices. Clients are referred to other services and agencies through the Traditional Maori Hauora service to improve wellness.
Health and Safety	<p>Health and Safety discussion held with clients upon intake to inform them of emergency procedures, identifying and reporting any actual or potential hazards/incidents and other 'house keeping' information.</p> <p>Abide by Infection Prevention and Control Practices - Massage table/chair is wiped down in between clients and thoroughly cleaned at the end of each day as per IPC processes. All linen is changed in between clients and washed on a warm/hot wash at the end of each day. Hands are washed thoroughly in between each client.</p>	<p>That clients and staff are aware of health and safety practices relevant to environment and that any actual or potential hazards/incidents are reported as per KE Health and Safety procedures.</p> <p>Infection Prevention and Control (IPC) practices are implemented and adhered to.</p>	<p>Specific problems, risks and concerns are identified, reported and action taken to eliminate, minimize or isolate risk.</p> <p>Physical environment and equipment is kept clean at all times to minimize the risk of infection</p>
Professional Development	Identify training needs relevant to the position.	Receive ongoing professional and personal development	Relevant training attended and completed by staff.

		when necessary. Up to date evidence based education and information will be incorporated into the service.	Training reports are completed to reflect training outcomes and recommendations.
Administration	<p>A record is kept of all referrals received for the programme. Contact is made with prospective clients to support them with making an appointment and to ensure that they know the location. Feedback to referrer is sent to GP practice to inform them that referral has been received and outline of treatment plan for clients.</p> <p>Resource form is completed to order any resources.</p>	<p>A record of attendance is kept to track who attended each session and anyone who did not attend is followed up with for an appointment. Feedback to referrer to inform them of who attended is completed.</p> <p>Ordering of resources is submitted to Health Promotion Team Coordinator for sign off on either Wednesday or Friday morning.</p>	<p>Attendance Registers, Hardcopy of referral filed, feedback to referrer completed and survey completed by attendees at the end of the programme.</p> <p>Weekly resource requirements are submitted with supporting documentation if required.</p>

## **PERSON SPECIFICATIONS**

**Position:** Traditional Maori Hauora Practitioner

## **COMPETENCIES**

- Ability to handle sensitive client information with confidentiality
- Ability to pass a background check

Preferred:

- Commitment to receiving continuing education
- Customer service experience

### **Essential:**

- A relevant qualification in massage therapy and experience with the delivery of traditional Maori Hauora services.
- A commitment to the Treaty of Waitangi and Tikanga Maori
- Knowledge and awareness of providing a culturally responsive and respectful service.
- Excellent interpersonal skills, with an ability to liaise confidently and professionally with a wide range of people and cultures
- Sound written and verbal communication skills
- Police vetting check with no history that would require exemption
- Be conversant with the Statutory requirements of the Privacy Act 1993 and the Health and Disability Sector Standards
- A full clean drivers license
- A willingness to undertake professional development/training relevant to the position.

### **Desirable:**

- Proficient in Te Reo me ona Tikanga

### **Personal Attributes:**

- Enthusiastic, motivated and innovative
- Collaborative
- Organised
- Sense of humour
- Excellent communication skills