



JOB DESCRIPTION

WHAKAORA WHĀNAU KAIHAUTU

Position Title:	Kaihautu - Whakaora Whānau
Location:	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust ("Kahungunu Executive")
Reports To:	General Manager Team Coordinator – HKA and Whakaora Whānau
Co-ordinates With:	Whānau, Marae, Hapū and Iwi Kahungunu Executive staff and services Enabled Wairoa Whangaia Nga Pa Harakeke Manaaki Tairawhiti Tairawhiti Whānau Resilience Collective Oranga Tamariki Police Te Whare Maire o Tapuwae Wairoa Young Achievers Trust EIT Ministry of Social Development Other community service providers

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 whānau 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 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.

WHAKAORA WHĀNAU KAIHAUTU

Background

Whānau Resilience is a three phased nationwide initiative funded from the Ministry of Social Development that aims to create strong, resilient communities where whānau are supported to live violence free and to eliminate violence for the next generation.

There are 5 Pou guiding the Whānau Resilience initiative:

- Strengthen cultural identity and whakapapa
- Support trauma, healing and recovery from violence
- Support behavior change for people using violence
- Strengthen social capability and community connection
- Create healthy relationships and skills

The first phase (design phase) of the Whānau Resilience initiative involved local services and providers working together and with whānau and the wider community to design a service/concept for their community. This design process was carried out over the period of one year, and involved building a picture of the needs and strengths of the community.

At the end of the design phase, a service concept and guidelines were developed to reflect the needs of the Wairoa Community. Our service concept will focus on two primary areas. The first area – Service Integration and Systems Change, will focus on building upon the relationships and services that currently exists to facilitate improved coordination and collaboration, to connect organizations to a common agenda, align their efforts, identify common measures and refocus existing resources to better respond to the needs of whānau.

The second concept area – Whakaora Marae, will focus on providing pastoral care and support to the cadets who were employed to support the Whakaora Marae initiative. This will include the monitoring and tracking of the overall outcomes achieved by the cohort and supporting them to secure ongoing training and employment.

Additionally, a potential social innovation component was identified in the service concept where a housing initiative could be developed using the workforce, skills and knowledge of those involved with the Whakaora Marae initiative.

PRIMARY PURPOSE OF THE POSITION

This job description is to be read in conjunction with the Whakaora Whānau Service Concept document which has been endorsed by the Ministry of Social Development (MSD).

The purpose of the Whakaora Whānau Kaihautu position is to implement the Whakaora Whānau Service Concept and Guidelines. This will include providing oversight to the Whakaora Marae project – including the pastoral care and support of the Whakaora Marae Cadets. It will also include playing a role in service integration and systems change to support whānau to heal and recover from family violence and to eliminate violence for the next generation.

SPECIFIC TASKS

ACHIEVEMENT AREA	KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE OUTPUT
Service Concept Area: Service Integration and Systems Change	In collaboration with Enabled Wairoa, develop an action plan which outlines how the service concept will be implemented.	The action plan will include (but is not limited to); how whānau will be identified and engaged with, how we will gain informed consent, sharing of information, the guiding principles of engagement, developing relationships with key stakeholders, operating model, documentation and analysis of whānau voice and outcomes.	<ul style="list-style-type: none"> ▪ Whānau voice informs the action plan ▪ Action Plan developed ▪ Performance and outcomes measures developed ▪ Whakaora Whānau Service Concept successfully implemented
	Ensure effective engagement and collaboration with whānau (and other key stakeholders) to understand their experiences and journey to date within 'the system', their strengths and aspirations.	The approach to service integration and systems change will be whānau centric. Whānau voice will be utilized to identify existing service strengths, gaps and overlaps.	
	Identify opportunities for change to trial with whānau.	Ideas are tested with whānau at the center to ensure optimal benefit for whānau.	
	Test ideas and 'learn by doing' to determine what works best for whānau.	Critical reflection (informed by whānau voice) of what ideas worked and did not work and the reasons why.	

		Refine and adapt service concept.	
Service Concept Area: Whakaora Marae	<p>Provide oversight of the Whakaora Marae project</p> <p>Work with the KE Admin team to ensure robust recruitment, employment and induction of cadets.</p> <p>Work with other providers to ensure coordinated pastoral care, career pathway planning, training and development opportunities for cadets.</p> <p>In collaboration with the Cadet Supervisor, work with the Cadets to monitor and evaluate their work placement and the outcomes achieved.</p> <p>Work in partnership with key stakeholders to start planning for the development of a trade training initiative to support up skilling and future employment opportunities within the trades industry and support local housing initiatives.</p>	<p>The Whakaora Marae project is successfully completed.</p> <p>Cadets feel confident and well informed of the recruitment and employment processes.</p> <p>Cadets are provided with coordinated pastoral care to support overall wellbeing as well as additional training and skill development opportunities to support future employment.</p> <p>Cadets experience a positive and productive work placement and achieve positive outcomes.</p> <p>A collaborative action plan is developed in consultation with other key stakeholders.</p>	<ul style="list-style-type: none"> ▪ Performance and Outcomes measures identified ▪ #/% Marae renovated within budget ▪ #/% of Cadets who secure employment or apprenticeships ▪ #/% of Cadets who are supported to access other services and support. ▪ Social Innovation concept developed
Staff Induction and Professional Development	<p>Complete the KE induction programme</p> <p>Identify training and support needs (in collaboration with the Team Coordinator)</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>Staff attends relevant training to support them in delivering the service such as (but not limited to) the</p>	<ul style="list-style-type: none"> ▪ Induction booklet completed ▪ Training Applications

	<p>which are relevant to the position and staff needs.</p> <p>Prepare for regular coaching with the Team Coordinator.</p> <p>Participates in the annual performance appraisal process.</p>	<p>mandatory training outlined in the Induction Booklet.</p> <p>Coaching is carried out on a regular (two monthly) basis with the Team Coordinator.</p> <p>Performance Appraisal completed annually in partnership between staff and Team Coordinator and signed off by General Manager.</p>	<ul style="list-style-type: none"> ▪ Coaching notes ▪ Performance Appraisal
Health and Safety	To be aware of and abide by the Health and Safety policies and procedures of Kahungunu Executive	Staff will have an awareness of Health and Safety processes including (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.	<ul style="list-style-type: none"> ▪ Induction Workbook (H&S)
Outcomes Reporting (RBA)	Collect feedback and data from whānau about outcomes achieved	Appropriate methods to collect data are actioned to capture subjective and objective data to measure whānau outcomes.	<ul style="list-style-type: none"> ▪ Outcomes achieved

PERSON SPECIFICATIONS

Position: Whakaora Whānau - Kaihautu

Essential:

- Sound knowledge of and connection with whānau, hapū and the wider Wairoa community.
- Proven ability to build and sustain effective working relationships/partnerships with whānau and other services/agencies.
- A commitment to work collaboratively with whānau and community to support whānau and community led solutions
- A commitment to the Treaty of Waitangi and Tikanga Māori
- Current clean and full drivers licence
- Police vetting check with no history that would require exemption

Skills and Knowledge:

- Excellent interpersonal skills, with an ability to interact confidently and professionally with a wide range of people and cultures
- Excellent organisational skills, with an ability to cope effectively with changing priorities
- Good project planning and time management skills
- Possess excellent written and verbal communication skills
- Possess a good knowledge of the range of existing services and agencies who work with Wairoa whānau
- Be competent in the use of Microsoft Office

Personal Attributes:

- A high level of motivation and initiative.
- Open minded and willing to learn from and listen to others
- Confident
- Passionate about improving outcomes for whānau
- Solution focused with a positive outlook
- The ability to work through conflict resolution.
- Ability to maintain confidentiality
- Honesty, integrity and reliability