



JOB DESCRIPTION

Te Kaiarataki - Mana Ake

Position Title:	Te Kaiarataki – Mana Ake
Location:	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust (“Kahungunu Executive”)
Reports To:	Oranga Hinengaro Team Coordinator General Manager
Internal Relationships:	Mana Ake team members and Project Team Oranga Hinengaro Team (Mahea & Hiwa-i-te-rangi) Social Services Team (SWiS & Whānau Wellbeing) Health Team (Hao te Rangatahi & Mobile Nursing) Health Promotion Team (Tihei Rangatahi) He Korowai Aroha Team (Building Awesome Whānau) Family Start Team Whakaora Whanau Team Business and Innovation Team
External Relationships:	Wairoa Schools/Kura (primary and intermediate) Mata Nui o Kahungunu (Kahui Ako Leadership) Whānau and carers of tamariki Special Education Needs Coordinator (in-school SENCO) Resource Teachers Learning & Behaviour (RTLB) Learning Support Coordinators Social Workers/Counsellors in schools (SWiS & Tautoko) Public Health Nurses Queen Street Practice Hospital and Specialist Services (CAMHS) Oranga Tamariki Enabled Wairoa Stand Tū Māia 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 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

The role of the Te Kaiarataki is deliver early interventional health and wellbeing guidance, support and Te Kaiarataki care primary and intermediate school age tamariki where there are identified wellbeing or mental health needs. The Te Kaiarataki will be responsible for providing support, guidance, education and an appropriate range of mental health interventions for tamariki experiencing learning and behavioural issues. This will include working with school staff and whanau to identify and implement care plans that support tamariki to thrive.

The Te Kaiarataki will be responsible for delivering early interventional health and wellbeing guidance, support and programmes within the school in collaboration with other members of the Mana Ake team, the school, whanau and other services involved.

Mana Ake is a locally designed service which is tailored to meet the specific needs of primary and intermediate school communities in the Wairoa District. Mana Ake will provide school-based support to promote wellbeing and deliver mental health support for our primary and intermediate aged tamariki (Year 0-8) residing in Kahungunu ki te Wairoa. Mana Ake is about giving our tamariki access to skills and strategies to enhance their resilience, wairua and mana so they may thrive wherever they live, learn and play.

The Mana Ake team is multi-disciplinary and made up of both a cultural, Te Kaiarataki, and non-Te Kaiarataki workforce. The Mana Ake team will deliver individual, group, whole of class/school wellbeing programmes and interventions targeted at tamariki with low level issues.

	<p>To work in collaboration with school communities and the agencies that support them, to identify priorities and design responses that are fit for their context, promote Hauora and community connection.</p> <p>To provide accessible, timely and responsive Te Kaiarataki support to tamariki, whānau and schools that is evidence informed, empowering and mana enhancing.</p> <p>Build strong trusting and respectful connections with tamariki, whānau and the school community.</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Develop positive relationships with key school staff including the SENCO, classroom teachers and teacher aides ▪ Seek to add value by identifying opportunities to enhance wellbeing outcomes in collaboration with other community groups and organisations ▪ Work with schools, to design interventions and wellbeing strategies to meet the needs of the tamariki and school. <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Work within the scope of practice ▪ Provide Te Kaiarataki assessment, intervention and support that reflects mana enhancing, empowering and strengths-based practice ▪ Work according to the Mana Ake Service Delivery Manual guidelines ▪ Seek to build connections across schools and communities ▪ Support access to and coordination of other self-management support, culturally specific interventions, and access to other health, mental health and social services support ▪ Deliver practical and empathetic peer support to tamariki and whānau ▪ Share skills and strategies with whānau so that caregivers are empowered to support tamariki in their home environment <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Value and demonstrate whanaungatanga and Manaakitanga ▪ Support and uphold the school values, goals and objectives ▪ Work in a mana enhancing and strength based way 	<p>supported</p> <p>#/% who provide positive feedback through the evaluation process</p> <p># of whole school programmes delivered</p> <p># of group programmes delivered</p> <p># of individuals supported</p> <p>#/% who provide positive feedback through the evaluation process</p>
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	<p>To ensure confidentiality and privacy for all tamariki, whānau and agency information.</p> <p>To ensure all advice, guidance and support is evidence informed, high quality and protects and promotes the reputation of Mana Ake</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Ensure the service is delivered in a space and in a way, which is comfortable and appropriate for tamariki and whānau ▪ Engage with tamariki and whānau at locations that are safe and accessible for them while ensuring their privacy, security and confidentiality is respected and always upheld ▪ Follow the privacy policies and procedures of Kahungunu Executive and the school ▪ Maintain timely records in the chosen Client Management System in accordance with the Kotahi 'End User Guidelines' ▪ Ensure that conversations regarding tamariki or whānau held in public areas of schools or other settings are conducted in a way that maintains confidentiality <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Participate in training programs provided through (but not limited to); Mana Ake, Wharaurau and Kahungunu Executive ▪ Identify knowledge and resource gaps and seek assistance ▪ Share their skills and knowledge with their colleagues ▪ Provide Te Kaiarataki leadership in accessing information for tamariki, whānau and Schools ▪ Take responsibility for accessing high quality resources that reflect the standards we work to ▪ Use and promote the Mana Ake website as a key resources to support and promote wellbeing for tamariki 	<p>Register of training completed</p>
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	<p>To proactively uphold the principles of Te Tiriti o Waitangi in all aspect of their work.</p> <p>Ensure that child safety is paramount, and practices are followed in accordance with the Vulnerable Children’s Act (2014).</p> <p>Participate in regular Mana Ake Team Hui in order for to discuss new referrals, review case progress and provide case support, referral pathways and any identified issues or highlights in terms of service delivery.</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Provide support that is culturally responsive ▪ Commit to ongoing development in respect to being culturally competent ▪ Be mindful of institutional racism and proactively seek to minimise barriers to access and support ▪ Reduce inequity by noticing and challenging barriers to access for tamariki and whānau and support schools, services and colleagues to address them ▪ Work in true partnership with tamariki, whānau and schools while ensuring active participation and protection <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Participate in child protection training ▪ Be familiar with Kahungunu Executive and respective school Child Protection and Safety policies and procedures and act accordingly <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Provide Te Kaiarataki oversight and guidance to the Mana Ake team ▪ Be an active contributor and participant in team hui 	<p>Active and evidenced demonstration of upholding the principles of Te Tiriti o Waitangi</p> <p>Child Protection training/induction completed</p> <p># of team hui/school staff meetings attended</p>
<p>Staff Induction and Professional Development</p>	<p>Complete the KE Induction programme as well as the Mana Ake service induction in collaboration with other members of the Mana Ake service team.</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> ▪ Complete the KE induction programme ▪ Complete the Mana Ake induction and be familiar with the Mana Ake Service Delivery Manual ▪ Build knowledge and awareness of KE staff and services ▪ Familiarize self with organizational policies and procedures as well as network with other services and agencies 	<p>Induction booklet completed within 3 months of employment</p> <p>Attendance at and completion of Mana Ake service induction</p>

	<p>Identify training needs (in collaboration with the Team Coordinator) which are relevant to the position and staff needs.</p> <p>Prepare for regular coaching with the Team Coordinator which will feed into the annual performance appraisal process</p> <p>Participate in regular peer/Te Kaiarataki supervision that enhances practice</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> Accept responsibility for own professional development to maintain and develop Te Kaiarataki knowledge base Attend relevant training to support them in delivering the service and building their knowledge and capacity. <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> Actively participate and contribute to the coaching and performance appraisal process <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> Prepare for and attend at least monthly peer/Te Kaiarataki supervision Reflect upon, and evaluate with colleagues the effectiveness and standard of care delivered Implement learnings from supervision and share through the coaching process 	<p>Keep an updated log of training as per APC requirements</p> <p># of coaching sessions attended</p> <p># of supervision sessions attended</p>
<p>Health and Safety</p>	<p>Actively contribute to a positive health, safety and wellbeing culture within the school and work environment</p> <p>To identify and develop strategies to maintain wellness</p>	<p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> Take responsibility for their own health, safety and wellbeing Actively contribute to a culture of wellbeing across the organization, the Mana Ake team and the schools in which they work Ensure no action or inaction on their part endangers anyone else they work with Ensure they are orientated to the health and safety processes within the school they work Follow Health and Safety processes including (but not limited to) emergency evacuation procedures, lockdown procedures, reporting of incidents and near misses <p>Te Kaiarataki will:</p> <ul style="list-style-type: none"> Actively contribute and participate with KE staff wellbeing initiatives 	<p>Health and Safety induction and orientation completed for both KE and the school worked in</p>

Outcomes Measurement	Actively participate in the gathering of feedback from tamariki, whanau, schools and other stakeholders to support service improvement and evaluation	<ul style="list-style-type: none"> ▪ Appropriate methods to collect data are actioned to capture and measure outcomes of the Mana Ake service. 	#/% who completed surveys and showed improved outcomes
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Person Specifications

Essential Qualifications

- Fully registered under the Health Practitioner Competence Assurance (HPAC) Act 2003 with a scope of practice that is appropriate to working as a mental health clinician e.g. registered nurse **or**;
- Fully registered Social Worker **or**;
- Fully registered member of the New Zealand Association of Counsellors (or be willing to work towards this) **and**;
- Hold a clean, current and valid Full Driver's License
- Children's Worker Safety Check (including Police Vetting) with no history that would require exemption

Essential Skills, Knowledge and Experience

- Knowledge and experience working with tamariki and whānau in the education, health, mental health or social services sectors
- Knowledge and experience with providing a range of therapeutic interventions and techniques that promote positive change
- Be able to build rapport and trust, and establish meaningful relationships with tamariki and whānau
- Developed networks and relationships within the health, education and social services sectors and the ability to navigate within these
- Awareness of and a commitment to understanding the implications for Maori health that are implicit in Te Tiriti o Waitangi
- Be conversant with the statutory requirements of the Vulnerable Children's Act 2014, Privacy Act 2020 and the Health and Disability Service Standards
- Understanding of Tikanga and Te Reo Māori
- Ability to work independently and as a member of a multi-disciplinary team
- Excellent computer/technical skills including the use of emails, internet and Microsoft Office packages
- A commitment to undertake professional development/training relevant to the position

Desirable Knowledge and Experience

- Knowledge of Maori Models and Frameworks
- Proficient in Te reo Māori me ngā tikanga

Personal Attributes

- A passion to tautoko tamariki to enhance their resilience, wairua and mana
- Excellent communicator
- Self-motivated with the ability to inspire and motivate others
- A problem solver with a high level of initiative
- Adaptable/flexible with a strong work ethic