



JOB DESCRIPTION

KAIMAHI TAUTOKO - ORANGANUI O NGA WHANAU

Position Title: Kaimahi Tautoko – Oranganui o Nga Whanau

Location: 65 Queen Street
Kahungunu Executive ki Te Wairoa Charitable Trust (“Kahungunu Executive”)

Reports To: Team Coordinator – Social Services.

Co-ordinates With: Kahungunu Executive Staff and Services
Oranga Tamariki
Ministry of Social Development
Other Health and Social Service Agencies
Whanau members and representatives

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.

PRIMARY PURPOSE OF THE POSITION

The primary purpose of the Oranganui o Nga Whanau Service is to empower whānau (families) to achieve holistic wellbeing by providing culturally responsive, strengths-based support that fosters resilience, self-determination, and connection to Tikanga Māori and Te Ao Māori values. Through advocacy, guidance, and access to resources, the service aims to strengthen the physical, emotional, spiritual, and social wellbeing of whānau, enabling them to thrive within their communities and navigate challenges effectively.

The Kaimahi Tautoko position will be responsible for supporting whanau enrolled with Oranganui o Nga Whanau service by addressing their needs and building their confidence to achieve their goals resulting in resilient and independent whanau, by having a deep understanding of the current issues whanau face on a day-to-day basis and will focus on the strengths and assets of whanau.

SPECIFIC TASKS

ACHIEVEMENT AREA	KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE OUTPUT
Service delivery	Deliver culturally appropriate services in line with Tikanga Māori and the principles of Te Tiriti o Waitangi.	Provide support that is culturally responsive. Commit to ongoing development in respect to being culturally competent. Work in true partnership with tamariki, whānau and services while ensuring active participation and protection.	Active and evidenced demonstration of upholding the principles of Te Tiriti o Waitangi
	Facilitate programs or hui to promote health, wellbeing, and whānau development.	Program and education tools developed which meets specific requirements for each whānau or groups.	Evaluation of session managed and analyzed effectively.
	Maintain a client-centered approach, ensuring the dignity and autonomy of whānau are upheld.	Client Permission is sort and Ora Plans are client directed	Whanau goals and aspirations are met with a positive change in ora/wellbeing.
Whanau Support and Advocacy	Provide tailored support to whānau, identifying their strengths, needs, and aspirations.	Maintain a clear focus of the whānau wellbeing, including the adequacy of care and their physical and emotional health.	Whānau are able to grow and develop in a nurturing safe environment.
	Advocate for whānau with external agencies to access the resources and services they require.	Develop relationships with other agencies, community groups, Māori networks to help achieve positive outcomes for whānau.	Whanau are accessing resources to support their plans
	Assist whānau in creating and implementing plans for achieving their goals.	Ensure a clear focus is maintained on the wellbeing and development of the whānau, with progress	Whānau plans are maintained accurately. Whānau needs are being addressed

	Ensure that child safety is paramount, and practices are followed in accordance with the Vulnerable Children's Act (2014).	monitored effectively. Kaiarahi will: Participate in child protection training. Be familiar with Kahungunu Executive and respective school Child Protection and Safety policies and procedures and act accordingly	appropriately. Positive feedback received via whānau survey. Child Protection training/induction completed
Staff Induction and Professional Development	Complete the KE induction programme Identify training needs (in collaboration with the Team Coordinator and Clinical leader) which are relevant to the position and staff needs. Prepare for regular coaching with Team Coordinator.	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. Staff attends relevant training to support them in delivering the service such as (but not limited to) Infection Prevention and Control, Health Checks, Health Literacy, Smoke Cessation. Coaching is carried out on a regular (two monthly) basis with the Team Coordinator.	New staff are proactive in completing the staff induction in collaboration with Team Coordinator within a three month time frame. A record is kept of the induction process and held on the staff members personnel file Training and professional development needs identified through the coaching process and training applications are submitted accordingly. Training and activity report submitted to Team Coordinator. Training cards updated. Written record of coaching filed on personnel file.

	Participates in the annual performance appraisal process.	Performance Appraisal completed annually in partnership between staff and Team Coordinator and signed off by General Manager.	Signed record of Annual Performance Appraisal kept on personnel file.
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.	Staff complete the Induction programme which is held on their personnel file and have read and understand KE policies and procedures pertaining to Health and Safety.
Outcomes Reporting (RBA)	To collect feedback and data from clients/whānau about the service	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.	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 is evidenced through team meeting minutes

PERSON SPECIFICATIONS

Position: Kaimahi Tautoko – Ora Whanau

Essential:

Qualifications and Experience

- A relevant qualification/experience in the social services industry.
- Knowledge and experience in working with Whanau, Marae, Hapu and Iwi development.

Skills

- Interpersonal skills, with an ability to liaise confidently and professionally with wide range of people and cultures.
- Organizational skills, with an ability to cope effectively with changing priorities and environment.
- Time management skills.
- Sound written and verbal communication skills.
- Experience in the use of all Microsoft suite applications.

Cultural Commitment

- A commitment to the Treaty of Waitangi and Tikanga Māori.

Compliance and Requirements

- Current clean full driver's license.
- Police vetting check with no history that would require exemption.

Professional Development

- A willingness to undertake professional development/training relevant to the position.

Desirable:

- Proficient in Te Reo me ona Tikanga
- Knowledge of Te Whare Tapa Wha Māori model of health
- Knowledge of Results Based Accountability
- Be conversant with the Statutory requirements of the Privacy Act 2020 and the Health and Disability Service Standards

Personal Attributes:

- A high level of motivation and initiative.
- A passion to support individuals/whānau to achieve their aspirations
- Ability to work appropriately with different cultures.
- The ability to work through conflict resolutions.
- Able to prioritise and set realistic goals and timeframes.
- Ability to maintain confidentiality