



JOB DESCRIPTION – COMMUNITY SUPPORT WORKER HEALTH PROMOTION

Position Title: Community Support Worker - Health Promotion

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

Reports To: Team Coordinator – Health Promotion
General Manager

Co-ordinates With: Health Promotion Team
Health Team
Oranga Hinengaro Team
Social Services Team
Business Services Team
GP and Practice Nurses
Hospital Service providers
Community Service providers
Other service agencies
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 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 Health Promotion Community Support Worker will be responsible for developing and delivering programmes and events which promotes healthy lifestyles and environments for whānau throughout the Wairoa District in order to support whānau to achieve positive health outcomes.

The Community Support Worker – Health Promotion will be responsible for ensuring that individuals/whānau/groups achieve positive health outcomes by working in collaboration with other services and agencies.

SPECIFIC TASKS

ACHIEVEMENT AREA	KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE OUTPUT
Service delivery	Contribute to the development and implementation of the KHW annual plan	The action points of the plan are implemented, and services/programs are delivered in a coordinated and consistent manner	KHW plan performance indicators are achieved and Te Reo me ōna tīkanga and Kaupapa Māori programmes is incorporated into the service delivery.
	Provide health education information and advice to whānau to support them to achieve/maintain wellness	Promotion of health education/promotion topics relevant to whānau including (but not limited to) nutrition, physical activity, and smoke cessation.	Client/whānau plan goals achieved. Evaluations show an increase in knowledge, a change in attitude/opinion or behaviour or circumstance change.
	Support the development and implementation of programs which promote healthy lifestyle changes for whānau	Programs/services are delivered in a coordinated manner and evaluated to measure their effectiveness	Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behaviour and circumstance as evidenced by subjective and objective data captured
	Collaboration and networking with	Whānau are referred to other supporting	Written referrals to other health and

	<p>other services/agencies to increase whānau access to other health and social services.</p> <p>Client service provision – client intake, consent, needs assessment and client planning</p> <p>Documentation of client visits on Whānau Tahi</p> <p>Work collaboratively with other services and agencies (including internally)</p> <p>To promote the HP service and raise the profile of KE</p>	<p>services/agencies and are supported to achieve positive outcomes</p> <p>The client intake, consent form are completed as per the Client Service Provision policy and Whānau Tahi is updated. Where require a client needs assessment is completed and care plan developed in collaboration with other support service staff from KE</p> <p>A record of the client visit is documented on Whānau Tahi within 24 hours of the consultation.</p> <p>An integrated approach to service delivery is taken to ensure optimal health outcomes for users of the service. Attend regular meetings as scheduled to enhance collaborative relationships with agencies</p> <p>Contribute to the marketing and communication plans Promote the HP service to the community, whānau, schools, TKR,</p>	<p>social services are completed with whānau consent. Collaboration with other health and social services.</p> <p>Accurate information updated on Whānau Tahi. Client Needs Assessment completed, and care plan developed that is regularly reviewed</p> <p>Accurate information updated. Client notes completed on time. Client intake completed and informed consent from client obtained, and hard copy information recorded and filed accordingly</p> <p>Number of promotional events Number of networks established and maintained. Social Media utilized Advertisements of service (e.g., pamphlet development)</p>
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		ECE's, and other services and agencies.	
Staff Induction and Professional Development	<p>Complete the KE induction programme</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</p> <p>Participates in the annual performance appraisal process.</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 attend relevant training to support them in delivering the service such as (but not limited to) Health Coach Certificate, Motivational Interviewing, Health Literacy, Smoke Cessation.</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>	<p>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 member's personnel file</p> <p>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.</p> <p>Written record of coaching filed on personnel file.</p> <p>Signed record of Annual Performance Appraisal kept on personnel file.</p>
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 complete the Induction programme which is held on their personnel file and have read and understand KE policies and procedures pertaining

		staff safety when visiting clients in the community, reporting of incidents and near misses.	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. Whānau are empowered to achieve their aspirations	Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behaviour 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

PERSON SPECIFICATIONS

Position: Community Support Worker – Health Promotion

Essential:

A relevant qualification/experience in health or health promotion.
Knowledge and experience in working with Whānau, Marae, Hapū and Iwi development.
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
Good time management skills
A commitment to the Treaty of Waitangi and Tikanga Māori
Sound written and verbal communication skills
Current clean full drivers' licence
Police vetting check with no history that would require exemption
Experience in the use of all Microsoft suite applications
A willingness to undertake professional development/training relevant to the position.

Desirable:

Proficient in Te Reo me ōna Tikanga
Knowledge of Te Whare Tapa Whā 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