



POSITION DESCRIPTION

Kaimanaaki Tangata

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

achieved through collaboration and service excellence

Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Community Health & Wellbeing Manager

Department/Team: Community Health & Wellbeing

Job Status: Permanent, Full-Time

Direct reports (if applicable): n/a

Delegated Financial Authority (if applicable): n/a

Last updated: March 2023

Position Purpose

The purpose of the Kaimanaaki Tangata position is to support individual and collective needs of whānau and communities to enable them to achieve optimum health outcomes. Embedded within local communities and aligned the principles of Whānau Ora, Kaimanaaki Tangata act as a conduit to enable access and engagement with relevant information and health services. This position works under the direction of a community health nurse working with individuals, and as part of a wider team contributes to health promotion and education programmes, and public health projects such as diabetes management, vaccination programmes, and disease screening.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Primary Health and Community Wellbeing Including Recalls, Administration support, Healthy Homes, Health Navigating, Public Health	<ul style="list-style-type: none"> • Work alongside the CHN to identify and support the needs of the community and clients to maintain optimum health. • Carry out home visits and housing assessments as requested by CHN. • Support in care that is respectful of, and responsive to individual patient preferences, needs, and values and ensuring that patient values guide all clinical decisions. • Advocate/navigate for whānau. • Support clinical teams at community clinics to ensure efficient work flow. • Communicate patient care information to clinical team and document in My Practice accurately and appropriately. • Assist CHNs in recall management. • ensure appropriate measures are in line with infection control measures.

<p>Child and Adolescent Health</p> <p>Including Before School Checks, Child Restraints, School Visits, Dental Health and Car Restraints</p>	<ul style="list-style-type: none"> • Support CHNs to deliver tamariki services. • Support whanau to access well child care. • Support CHN to identify children who are eligible for childhood immunisations. • Support Well Child Tamariki Ora events e.g.B4 school checks. • Work proactively with CHNs to deliver health programmes and promotional events to raise awareness of health issues. • Regularly visit schools and kōhanga reo (once a week) and report back to CHN any health issues, promote oral health and infection prevention.
<p>Aged Care and Vulnerable Population</p> <p>Including Day Centre Activities, Vulnerable Elderly, Welfare Visits</p>	<ul style="list-style-type: none"> • Organise activities for community day care for the elderly to promote independence. • Carry out welfare checks as required by CHN.
<p>Health Promotion</p> <p>Including Breast Screening, Hine Kopu, Oral Health, Population Health, Smoking Cessation, Hapu mama – Safe sleep, Breast Feeding</p>	<ul style="list-style-type: none"> • Assist in planning and implementing health programmes for target groups in the area which addresses disease prevention, health promotion/education and healthy lifestyles. <ul style="list-style-type: none"> ○ Oral health. ○ Hine Kopu. ○ Road safety – car restraints. ○ Stop smoking.
<p>Accountability and Reporting</p>	<ul style="list-style-type: none"> • Willing and actively participates in ongoing training and development relevant to the position including achieving up to Level 4 Certificate in Health and Wellbeing or equivalent. • Provides regular reporting on activities to contribute to Community Health & Wellbeing reporting. • Attends and actively participates in all required hui including: <ul style="list-style-type: none"> ○ team hui ○ whānau hui ○ interagency meetings
<p>Health, Safety and Wellbeing</p>	<ul style="list-style-type: none"> • Demonstrate a good understanding of Health and Safety in the healthcare environment. • Manage own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Ensure own and others' safety at all times. • Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting. • Report all incidents/accidents, including near misses in a timely fashion.

Kawenga Matauranga | Knowledge, Skills and Experience

Qualifications and Job Requirements

- Minimum of Level 3 Certificate in Health and Wellbeing, Health Promotion or equivalent
- Full Drivers License is required, with reliable personal vehicle available for travel

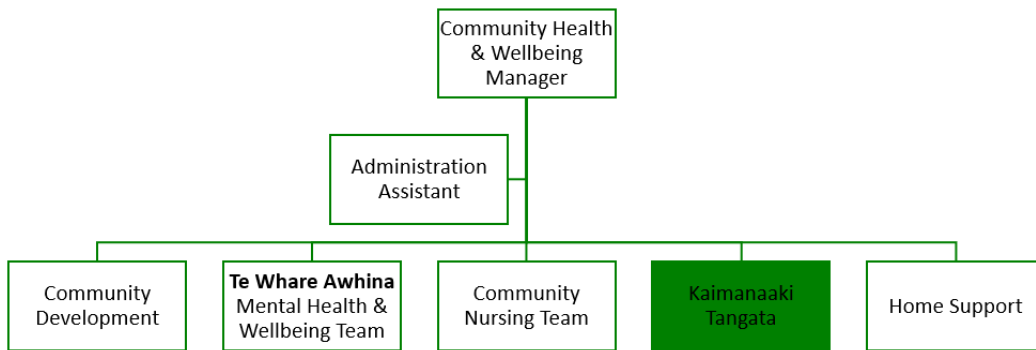
Knowledge, Skills and Experience

- Strong knowledge of, and connection to local community including whānau, marae, and community groups.
- Proven skills in community activities and ability to motivate individuals.
- Familiarity with tikanga Māori.
- Commitment to empowering clients to achieve the best possible outcomes.
- Non-judgmental.

- Good communication and motivational skills.
- Ability to assist others in problem-solving.
- Reliable with the ability to be a good role model.
- Strong planning and organisational skills.
- Recognises the need for ongoing documentation.
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality.
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.

Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- CEO and Executive Team
- Trust Board
- Other managers and staff

Key External Relationships

- Health providers and agencies
- Groups, whānau and individuals from the community

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga’s strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga’s policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date: