



# POSITION DESCRIPTION

## Pou Manaaki

### 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:** Mental Health and Social Services Manager

**Job Status:** Permanent, Full-Time

**Delegated Financial Authority (if applicable):** n/a

**Department/Team:** Te Whare Awhina

**Direct reports (if applicable):** n/a

**Last updated:** July 2024

#### Position Purpose

This role is responsible for empowering and supporting Tangata Whaiora experiencing mild to moderate mental health and/or addiction issues, to overcome barriers to wellbeing using a Kaupapa Māori Framework.

### Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Using the principles of Kaupapa Māori -	<ul style="list-style-type: none"> <li>• Develops effective and approachable relationships with Tangata Whaiora and their whanau, and continually strives to improve service delivery while focusing on Tangata Whaiora recovery</li> <li>• Reinforces the goal of Kaupapa Māori initiatives which is to allow Māori to control their own culture, aspirations, and destiny.</li> <li>• Ensures that Tangata Whaiora are respected and treated with dignity at all times.</li> </ul>
Team effectiveness and communication	<ul style="list-style-type: none"> <li>• Maintain effective internal team relationships and communication with other team members as well as others within Ngā Ngaru o Tai Timu Tai Pari – Primary Mental Health and Addictions</li> <li>• Maintain effective relationships and liaison with external agencies</li> <li>• Ensure regular and ongoing consultation with the multidisciplinary team providing Ngā Ngaru o Tai Timu Tai Pari services</li> <li>• Provide information and feedback to other team members in an effective and professional manner, promoting a co-operative and positive team working environment.</li> <li>• Attend and participate in meetings as required such as staff and quality meetings, and training provided to those providing Ngā Ngaru o Tai Timu Tai Pari services.</li> </ul>

	<ul style="list-style-type: none"> <li>Contribute to and participate in service planning, delivery, and implementation</li> </ul>
<b>Contribute to the successful management of the Mental Health and Addiction Service</b>	<ul style="list-style-type: none"> <li>Support the delivery of culturally/ethically/professionally appropriate mental health and addiction services following guidelines/policies</li> <li>Attend and contribute to multi-disciplinar team meetings</li> <li>To carry out other duties relevant to the position as may be required by the Team Leader / Coordinator</li> </ul>
<b>Quality and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Demonstrate a good understanding of effective quality practice in the healthcare environment</li> <li>Actively participate in continuous quality improvement to support a high standard of delivery.</li> <li>Implement best practice and evidence-based approaches in all aspects of work.</li> <li>Support and provide input to a team environment in which quality, performance improvement, service and organisational objectives are a routine part of daily work practice.</li> <li>Liaise with the quality coordinator when required concerning both internal and external audits.</li> <li>Work in accordance with Hauora Hokianga internal policies and procedures, legislation and relevant professional and sector standards.</li> </ul>
<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>Takes all reasonable practical steps to eliminate and mitigate risks and hazards in the workplace that could cause harm to oneself and others in the workplace</li> <li>Is aware of and adheres to emergency procedures including knowing the location of safety equipment and materials</li> <li>Ensures all hazards, incidents, accidents, near misses and unsafe situations are identified and reported promptly</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the organisation</li> </ul>

## Kawenga Matauranga | Knowledge, Skills and Experience

### Qualifications

- Relevant qualification and/or comparable experience
- Proficient in Te Reo me ona Tikanga preferred
- Full Drivers License is required

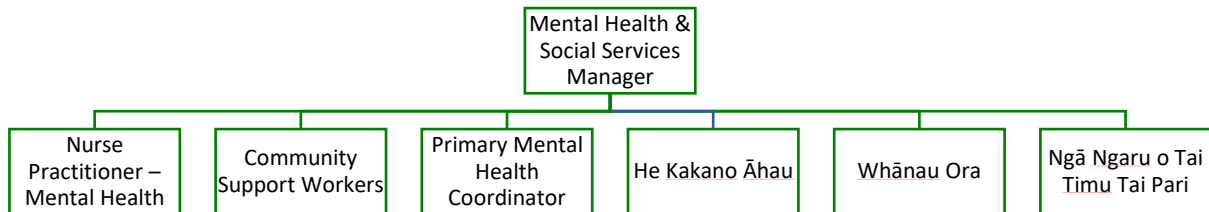
### Knowledge, Skills and Experience

- 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.
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- Demonstrated knowledge and understanding of Māori culture and issues affecting Māori communities and whanau.
- Minimum of 2 years relevant experience working within a Māori Health or Mātauranga Māori setting
- knowledge and experience of social issues for Māori, preferably within Te Taitokerau region
- Ability to use initiative
- Ability and motivation to work outside of the box and looking at alternative ways of working to achieve better outcomes for whanau
- Ability to work closely with communities when planning and delivering service
- Excellent organisational and time management skills, and ability to prioritise and manage conflict.
- Knowledge and proficiency with Microsoft Office applications, particularly Word, Outlook, and Excel.
- Skills in facilitation of groups.
- Strong interpersonal and relationship building skills.
- Strong communication skills, both written and verbal

- 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.

## Kawenga Whanaungatanga | Relationships

### Your place in Hauora Hokianga



#### Key Internal Relationships

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

#### Key External Relationships

- Groups, whānau and individuals from the community
- Other health providers and agencies

## 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:**