



Me aro koe ki te ha o Hineahuone
"Pay heed to the dignity of women"

**Te Puawaitanga
ki Ōtautahi Trust**

Mō tātou a mō ngā uri a muri ake nei
"For us and for those who will come after us"

Position Description

Role Title: *Kaiwhakapuawai* with the Tamariki Ora/Well Child service

Organisation Vision

Safe, healthy, stable and connected whānau securing positive futures for all generations

Whakatauki

Me aro koe ki te ha o Hineahuone

Pay heed to the dignity of women

Mō tātou a mō ngā uri a muri ake nei

For us and our children who come after us

Organisation Mission

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations

Organisation Values

RAPUORA - *in search of excellence in health*

MANAAKITANGA - *support, nurture and take care of*

WHANAUNGATANGA - *belonging, respectful relationships and whakapapa*

WAIRUATANGA - *spirituality, mental wellbeing, cultural identity and balance*

KOTAHITANGA - *unity, common purpose and cohesiveness*

RANGATIRATANGA - *leadership, cultural identity, responsibility and accountability*

PUAWAITANGA - *nurturing, empowerment and development of oneself and one's whānau;*

AROHA- *love, compassion and empathy*

About the *Kaiwhakapuawai* role:

The role supports the health and wellbeing of pepi, tamariki and their whānau by supporting the delivery of the Tamariki Ora service within Te Puawaitanga ki Ōtautahi Trust.

The work of the *Kaiwhakapuawai* is guided by the registered nurses and the client whānau health needs assessment. The *Kaiwhakapuawai* will deliver key health promotion messages and assist with meeting client whānau needs. The role reports to the Team Leader. There is a training requirement to undertake a level 4 certificate, New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Community Health Work)

Key Accountabilities/Tasks

1. Health promotion

- i. Work closely with the Registered Nurses to ensure client whānau needs are met as per the whānau health needs assessment
- ii. Engage with client whānau to deliver key health promotion messages in the following areas.
 - Breastfeeding and first foods.
 - Sleep and settling of infants
 - Safe sleep and use/distribution of wahakura

- Smoking cessation
 - Health and safety in the home
 - Connecting to the wider community
 - Family planning and contraception
- iii. Support client whānau to attend appointments, access resources and community activities as per their needs and goals.

2. Reporting

A key task is to meet reporting requirements and ensure that all your reporting is accurate and submitted on a weekly basis to the administration team.

3. Information Technology

This role requires efficient use of computers, smart phone and other IT equipment. This includes knowledge of Microsoft Office software including Word, Outlook, Excel.

4. Professional Development

- i. Undertake the relevant Tamariki Ora/Well Child training course.
- ii. Maintain currency of health promotion knowledge and how to deliver key messages effectively with client whanau
- iii. Participate in organisational individual performance reviews
- iv. Participate in professional learning and development opportunities as agreed with team leader
- v. Participate in supervision as determined with your team leader.

5. Relationships – to ensure whānau access the opportunities that are available in their community

- i. Ensure trusting and respectful relationships are built with client whānau
- ii. Know the community and what it offers for client whānau. Build and maintain purposeful and respectful relationships with external stakeholders, so that the wider needs of client whānau can be met.
- iii. Work collaboratively with community initiatives and other services for the benefit of clients. These may include Aotearoa Foodbank, The Breastfeeding Peer Counsellor Programme, Breastfeeding support groups, parenting education, Family Start.

6. Team and Organisation Player

- i. Support Te Puawaitanga initiatives such as Wahakura Wānanga, Whānau Mai and other events
- ii. Support Te Puawaitanga to participate in community events such as health expo's, Aranui Affirm and Parenting Week activities.
- iii. Be a positive team player by being proactive and energetic in your mahi. Support the nurses with their busy workloads.
- iv. Participate constructively in team and organisation hui, which are held on a regular cycle.
- v. Be responsible for a portfolio that is relevant to your mahi and share updates with all kaimahi.

7. Health and Safety

- i. All staff have individual responsibility for health and safety practices and will:
 - a. Be personally responsible for their own and others health and safety at work
 - b. Promote and participate in health and safety, maintain a safe workplace, and ensure that any safety equipment is used correctly at the all times
- ii. Always establish and insist upon safe methods and safe practices.
- iii. Comply with all legislation, policies and procedures of the organisation which includes filing a report for all incidents and near misses that involve you.

The key accountabilities of the role may change from time to time so the organisation is able to adapt to changes in the business environment.

Preferred skills, experience and qualifications

- i. A lived experience of Tikanga Māori, cultural values and beliefs that are important to Māori and their whānau.
- ii. Commitment and/or experience to working in a whānau ora approach
- iii. Understanding and commitment to Te Tiriti o Waitangi
- iv. Qualifications and/or experience in health promotion
- v. Qualifications and/or experience in Tamariki Ora/Well Child
- vi. Experience working with Māori and within a kaupapa Māori environment
- vii. Experience working with whānau who present with high needs
- viii. Proven ability to work within a team environment as well as confident to work independently
- ix. Excellent interpersonal and organisational skills
- x. Current unrestricted driver's license.
- xi. Current first aid certificate

Key competencies

- i. Whanau centric - ability and desire to focus attention on meeting the needs of client whanau
- ii. Integrity - has a high work ethic combined with honesty and ability to achieve results
- iii. Relational - commitment and ability to build purposeful communication with a range of people
- iv. Professionalism - represents the organisation favourably and delivers on promises.
- v. Culturally-wise - ability to work successfully with Māori and other ethnic groups
- vi. Planning and Organisation – ability to work efficiently delivering work on time and to a high standard
- vii. Valuing Diversity - ability to work successfully with people of all views and preferences, recognising and respecting differences.
- viii. Time Management - ability to effectively prioritise and execute tasks
- ix. Flexibility - able to adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.

Signed by:

(Name of position holder)

Date: