



*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:** Kairāranga  
**Responsible to:** Oranga Team Leader

### Organisation Vision

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

### Whakatauki

Me aro koe ki te hā o Hineahuone

*Pay heed to the dignity of women*

Mō tatou, ā, mō ka uri ā 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*

### Objectives of the Position

- To organise, lead and develop the wahakura wānanga
- To ensure strong relationships locally and national with the rāranga community
- To support the efficient local administration and distribution of wahakura
- To support the protection of pēpi, by having a safe sleep for every sleep and to socialise SUDI prevention principles within the community
- To support other areas of the organisation when rāranga expertise is required.

### Key Accountabilities/Tasks

#### 1. Provision and distribution of wahakura – (safe sleep spaces)

- Support the distribution of wahakura in the community
- Support the continuity of supply of wahakura by
  - Harvesting and weaving wahakura, (tuition will be provided as required)
  - Participate in the protection of Pā harakeke to ensure sustainable harvesting

#### 2. Create a Te Whare Pora space within Te Puawaitanga ki Ōtautahi Trust:

- Develop Te Whare Pora space, with a particular focus on hapū whānau

- To enable a space for client whānau to connect to the rāanga process.
  - Welcome any client whānau that wishes to sit within the space
  - To support and promote the principles of SUDI prevention for all pēpi
- 3. Wahakura Wānanga**
- Organise and provide administration for wahakura wānanga
  - Facilitate wahakura wānanga
  - Develop wahakura wānanga to support organisation vision of connected, positive whānau futures
- 4. Reporting and Accountability**
- Maintain a record of the number of wahakura woven for the organisation
  - Maintain records of numbers of whānau attending (Te Whare Pora and wahakura wānanga)
  - Maintain a record as to the nature of support attendees are seeking
  - Provide information required for reporting purposes
- 5. Professional Development**
- Share information with team leader including successes, concerns, and ideas for development
  - Participate in supervision as determined with your team leader
  - Participate in organisational individual performance reviews
  - Participate in professional learning and development opportunities as agreed with team leader
- 6. Information Technology**
- This role requires use of computers, smart phone, and other IT equipment. This includes knowledge of Microsoft Office software including Word, Outlook, Excel, Teams etc
- 7. Team and Organisation Player**
- Support organisation initiatives such as wahakura wānanga, Whānau Mai, Te Rā Mokopuna and other events as required
  - Support organisations to participate in community events
  - Be a positive team player by being proactive and energetic in your mahi
  - Participate constructively in team and organisation hui, which are held on a regular cycle
  - Be responsible for a portfolio that is relevant to your mahi and share updates with all kaimahi
- 8. Health and Safety**
- Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015)
  - Promote and participate in health and safety, maintain a safe workplace, and ensure that any safety equipment is always used correctly
  - Implements organisational policies and procedures, legislation, and guidelines across both organisations
  - Ensure reports are filed for all incidents and near misses that involve yourself and/or your team/clients

**Note:**

The key accountabilities of the role may change as the organisation needs to be responsive to client whānau needs.

## Key competencies and personal attributes

- Rāranga qualifications and/or experience of more than 2 years
- Experience working with Māori and within a kaupapa Māori environment
- Experience working with whānau who present with high needs
- Current unrestricted driver's licence
- Understand the intent of and realise the promise of Te Tiriti o Waitangi
- Relationship and rapport builder – able to build and maintain relationships with client whānau, and with colleagues and across sectors who work directly with whānau for the purpose of the mahi
- Energy and passion for the mahi
- A lived experience of Tikanga Māori, cultural values and beliefs that are important to Māori and their whānau
- Communication skills – able to utilise a range of skills and apply them according to the setting
- Professionalism – presents self and the organisation favourably and works according to organisation policies and procedures
- Valuing Diversity/Others – Ability to work successfully with people of differing views and preferences, recognising and respecting differences
- Flexibility - able to adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people
- Autonomy – takes ownership for work schedule/activities and makes decisions independently within the job remit
- Discretion – Maintains the strictest confidentiality with all information or intellectual property that affects the role and people
- Quality Focus – Committed to achieving and maintaining quality standards which are relevant and positive for the organisation

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

