

## POSITION DESCRIPTION

<b>Position</b>	Kaitūruki Day Activity	
<b>Team</b>	Waiora Hinengaro (Vocations Mental Health and Addiction Services)	
<b>Reporting to:</b>	Kaihautū Waiora Hinengaro	
<b>Job purpose</b>	To develop and facilitate activities that support/tautoko tangata whai ora in their recovery and wellness journey using the fundamental values of Tikanga Māori, whānau ora and the skills and knowledge of current mental health and addiction practice.	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kīahi. The eight services are;

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

**Vision** Korowaitia te puna waiora, hei oranga motuhake mō te iwi

**Mission statement** To empower whānau into their future

### Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

### **KRA 1: Supporting tangata whai ora**

**Tasks:**

- Design and deliver collective activities based on feedback from tangata whai ora.
- Work on the implementation of goals in a creative and supportive way using the recovery principles and wellness
- Monitor, support and report changes in mental wellbeing to keyworkers
- Use Co-Existing Problem knowledge to ensure receiving all round care
- Use whānau ora and tikanga Māori approaches in all work
- Encourage and provide community participation options
- Administer medication according to policy, procedure, medical directives and instructions
- Keep the facility clean and organised and use any equipment and vehicles in a safe manner

### **KRA 2: Collaboration and team work**

**Tasks:**

- Have active and current relationships with organisations that focus on mental health and/or addiction service provision
- Work in a collaborative way with internal services and external agencies when “shared care” and Co Existing Problem services needed
- Work with kaitūruki to ensure all needs are met in relation to mental health and addiction
- Work with the registered nurse when necessary including taking and following advice on the clinical aspects of day activity

### **KRA 3: Client Information Management**

Ensure client information and documentation is accurate and timely

**Tasks:**

- All administration and documentation are completed in accordance with service and organisational guidelines and within specified timeframes
- Complete all reporting and communication requirements in a timely manner
- Participate in quality improvement activities as required

### **KRA 4: Supervision**

Ensure safe practice to tangata whai ora and their whānau through actively participating in regular supervision

**Tasks:**

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor
- Ensure that all practice issues are taken to supervision;
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Regularly reflect on own practice and adjust as necessary to ensure a quality service to whānau

### **KRA 5: Knowledge & Relationships**

To stay abreast of developments and build strong community links that enhance the service provided to rangatahi and their whānau

### Tasks

- Continuously build your knowledge base on the developments of the mental health and addictions sector to ensure whānau are receiving the best possible service
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- Actively participate in all team and one-on-one hui and workshops
- Develop and maintain key relationships across all sectors to support easier access to services when working with Whānau

### General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development and in-service training opportunities

### PERSON SPECIFICATION

#### Experience & Qualifications

- Level 4 national qualification or equivalent in mental health and/ or addictions or a commitment to work towards one
- Experience working with mental health and addiction services
- Can use a computer for administrative needs including word processing, communication and internet research

#### Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Excellent facilitation and communication skills
- Understand and be committed to improving health for Māori
- Open to different perspectives of tangata whai ora
- Believe in and can implement the recovery approach
- Well organised and can prioritise
- Able to maintain confidentiality
- Is acceptable to whānau, hapu and iwi and Māori community
- Creative and innovative within restricted resources

#### Physical Attributes – Community based worker

- A medium degree of physical capacity is required as the work involves standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) both in an office environment and out in the community

- Visual ability sufficient to drive a motor vehicle, read accurately, write/record in a legible manner
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication

**Other requirements of this position**

- Current clean, full NZ driver's license
- Must be able to pass Te Oranganui background check process

*The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, the job holder may be required to perform duties outside of their normal responsibilities as needed.*