

POSITION DESCRIPTION

Position:	Kaitūruki Vocation Service	
Team:	Te Taihāhā	
Reporting to:	Kaihautū Taihāhā	
Hours of work:	28 hours per week	
Direct Reports:	Nil	
Key Objectives:	This position is to support clients as needed to contribute to quality vocational services for people with disabilities that seek to achieve one or both of the following outcomes: <ul style="list-style-type: none"> • To increase the participation of people with disabilities in employment • To increase the participation of people with disabilities in their communities 	
Accepted by:	Signature:	Date:
<<Name>>		

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 Kītahi. 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
Puawai Whānau:	Tamariki 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

Key Result Area 1: Quality Direct Care

- 1.1 Support all clients of the Vocational Programme to participate fully in their chosen activities including support with personal cares, mobility, nutrition and communication needs during their time at the Vocation Programme.
- 1.2 Provide effective and supportive behaviour management with positive approach to challenging behaviours
- 1.3 Preparing and cleaning areas as required including food preparation
- 1.4 Participate in delivering Vocational Services that are focussed on enabling people with disabilities to participate in and contribute to the wider community.
- 1.5 Transport clients safely when required.
- 1.6 Provide effective supervision of clients on community outings.
- 1.7 Role model and practice the tikanga of Te Oranganui and the Vocation Service.

Key Result Area 2: Administration

- 2.1 Keep accurate daily, weekly and monthly records, where required of all activities relating to the clients
- 2.2 Contribute towards regular reports if necessary
- 2.3 Maintain strict confidentiality of client and service information;
- 2.4 Attend and participate in meetings as required;

Key Result Area 3: Health and Safety

- 3.1 Ensure a healthy and safe environment for all clients participating in the Vocational Service.
- 3.2 Participate in ensuring a healthy and safe working environment for self, other kaimahi, visitors, clients and contractors to Te Oranganui workplaces
- 3.3 Effectively implement and uphold the organisations health and safety policies
- 3.4 Accurately report all work places accidents, incidents including near misses
- 3.5 Participate in workplace hazard management

Key Result Area 4: Knowledge & Relationships

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

General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events as mahi allows
- 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

The above statements are intended to describe the general nature and level of work being performed by the job

holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

Person Specification

Experience & Qualifications

- Experience in working with people with a range of disabilities is desirable
- Qualification in working with people with disabilities is desirable
- Knowledge of the disability networks

Essential Skills

- Have effective communication and facilitation skills
- Excellent communication skills both verbal and written;
- Ability to build trust and rapport with others;
- Ability to deal with stressful situations;
- A good pronunciation of Te Reo Māori names, words and phrases (as a minimum)
- Be committed to the wellbeing of whānau, hapū and iwi.

Desirable Skills

- Support with physical activities e.g. fishing, basketball and cricket etc.
- To play the guitar and support with waiata

Additional Pre-Employment Check

It is essential that all support workers have:

- Requirement to pass a Police Check to employer satisfaction
- Requirement to undergo a Children's safety check (all positions)
- May also be required to undergo and pass a CYRAS check to employer satisfaction (this is only applicable where employed to work in "Care Service" unsupervised with children)

Physical Attributes – Community Support Worker

- Must have a basic level of physical fitness to ensure the client's personal care, personal development or desired lifestyle is not limited by the physical abilities of the Community Support Worker.
- Must not have a health condition that would put self or others at risk
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber.
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record, use computer, enabling accurate performance of essential job duties.