



## JOB DESCRIPTION

Job Title	Kaiatawhai/ Lifestyle Facilitator
Reports to	Community Living Coordinator
Location	Auckland & Hamilton
FTE	Refer to the job advertisement

### Who are we?

We are a kaupapa Maori service that proudly supports people of all ethnicities with an intellectual impairment and/or a mental illness (tangata). We provide residential, vocational, high and complex needs supports, and a wide range of community supports (including choice in community living). We have offices in Northland, Auckland, Hamilton and Christchurch.

### Our Whakatauki

“Rangatiratanga mo tatou katoa i runga i nga tikanga o tena o tena o tena”

Self determination for all, regardless of race, colour, creed, iwi, hapu or whanau.

### Our Vision

“Ma te ngakau taapatahi ka tutuki – ma nga tangata, ma nga tauwhirotanga. Ka puawai te apopo nui”

Success through unity – great people, great support, a great tomorrow

### Our Values

#### PANEKIRETANGA – Excellence

Striving for excellence and quality in all that we do

#### AROHA – Kindness

Expressing compassion and joy for others in all that we do

#### TUMANAKO – Action

Being proactive to ensure the best outcomes in all that we do

#### WHAKAPONO – Trust

Acting with honesty and integrity in all that we do

### Model of Care

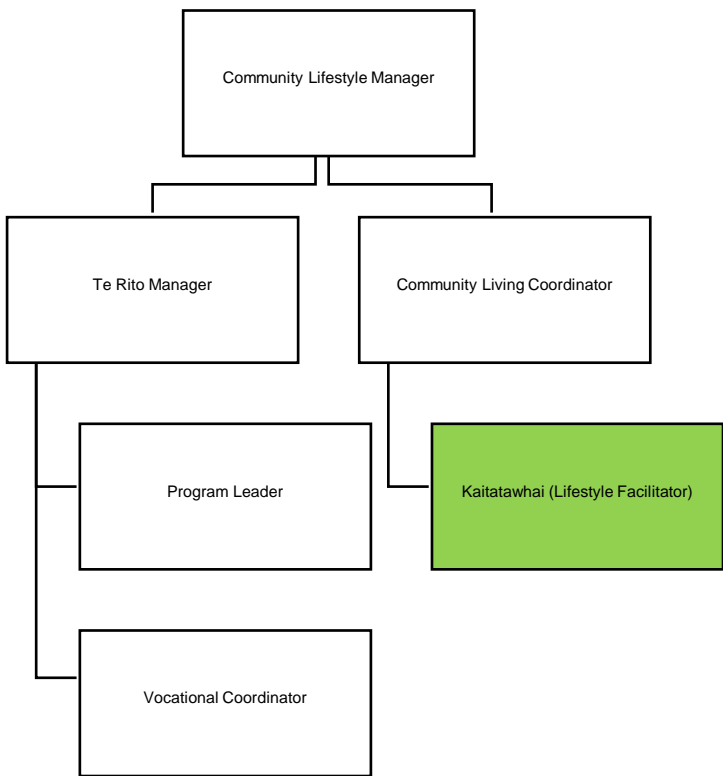
Te Whariki Whakaruruhau is the Te Roopu Taurima model of services that recognises the intrinsic value and relationship of tangata, their whanau and kaimahi. As a kaupapa Maori service we strive to make a difference in the lives of tangata by surrounding them with a caring environment based on Maori values of respect and whanau. The service appeals to a wide range of people of different ethnicities because of the Trust's philosophy of accepting and valuing all cultural practices.

## Te Roopu Taurima

<b>Purpose of the Role (Brief description that summarises the purpose of the role)</b>
<p>The Kaiatawhai will be responsible for creating, supporting and maintaining opportunities for growth, independence and community integration for the tangata they support. This includes hands on household support, financial coaching, personal care, community engagement and relevant coaching and mentoring. It may also cover topics such as health, fitness, cultural development and work readiness.</p> <p>Overall this role's purpose is to inspire and enable tangata to create their own opportunities for success through freedom of choice and person centred planning.</p>

<b>Dimensions</b>			
Budget	As approved		
Authorities	In accordance with Te Roopu Taurima delegated authority policy		
# Sites/Locations	National Office – Auckland Whare nationwide Support Office – Midlands Support Office – Northland Support Office - Christchurch		
Key Relationships	<b>Internal</b> Senior managers HR team CLS team Corporate Services team Korowai Aroha	<b>External</b> Tangata/Whanau Ministry of Health Referral Agencies Service Providers and Key Suppliers Community Services Allied Health Services	
Reporting to	Total: 0 FTE	Direct: 0 FTE	Indirect: 0 FTE

**Position in Organisation chart**



**Key Responsibilities / Expected Outcomes**

Key Responsibilities	Expected Outcomes
<p><b>Household/Domestic support</b></p> <p>Play an active role supporting the planning and preparation of meals. Help and support the development of cooking skills with regard to safe food handling, preparation, health and safety standards.</p> <p>Assist with cooking meals with support and guidance, so that tangata develop cooking skills and confidence</p> <p>Support the development of cleaning practices and carry out cleaning tasks with tangata. Ensure the maintenance of a safe home (and working) environment.</p>	<p>Tangata are supported to maximise their independence around food preparation skills.</p> <p>Tangata are supported to maximise their independence in regard to household management and hygiene.</p> <p>Kaiatawhai will empower individuals to be a central part of all household decisions and activities.</p>
<p><b>Personal cares</b></p> <p>Facilitate and aid tangata with personal hygiene, grooming and other personal care needs as required.</p>	<p>Tangata are supported to maintain an appropriate level of hygiene and personal care. Kaiatawhai will work to empower people to have personal pride and responsibility.</p>

<p>Assist tangata with the management of their medication as agreed in the individual support agreement. Ensure that health concerns are identified and addressed in a timely fashion including supporting tangata with medical appointments or as agreed.</p>	<p>All health and mental health concerns are monitored and people are supported to access appropriate support as needed.</p>
<p><b>Community engagement</b></p> <p>Support the identification of services in the community that will meet the needs and aspirations of the individual, such as social, economic, recreational and educational services.</p> <p>Provide opportunities for the person to build stronger networks within their community, including building and maintaining relationships with friends and whanau.</p> <p>Encourage and enable full participation in community activities. As well as working alongside people to source suitable housing options and to find flatmates when needed</p>	<p>Tangata have meaningful, sustainable engagement with a range of community services that meet their needs. People are supported to build and maintain relationships with friends and whanau</p> <p>Partnerships are fostered with other organisations to support tangata access to community services.</p>
<p><b>Coaching and mentoring</b></p> <p>Provide active support around daily trouble shooting queries to a high standard. Support tangata to understand their choices, the relevant consequences of their choices and to make informed decisions in their daily lives.</p> <p>Engage with tangata in a way that enables them to maximise their independence, self-determination and mana.</p> <p>Work with tangata to identify and strive towards personal goals in all areas of their holistic wellbeing. This includes support in finding and keeping a job when desired.</p> <p>Mentor tangata to build and maintain relationships that are healthy.</p> <p>Assist in the design, familiarisation and use of an emergency support plan.</p>	<p>Individuals are supported and empowered to take responsibility for their daily lives and are actively working towards their support plan goals.</p> <p>Principles of active support and individualisation are embedded throughout daily practice.</p>
<p><b>Financial coaching</b></p> <p>Support tangata to set up and embed safe money management systems that maximise their independence.</p> <p>Enable tangata to utilise community support agencies to assist with budgeting and money management.</p>	<p>People have money management systems that they understand, these systems empower individuals to be informed and in control of their spending while encouraging sound financial decision making.</p>

Empower individuals to take ownership of their finances and to protect their privacy and financial safety.	
<b>Professional Development</b> Accept responsibility for own professional development.	Takes appropriate initiative for their own development and training plans.
<b>Personal Health and Safety (H&amp;S)</b> Comply with relevant codes of practice, standards, policies, procedures, H&S and employment legislation. Ensure own and others safety at all times. Report all incidents/accidents including near misses in a timely fashion. Identify, report and manage hazards in your immediate work area and workplace. Is involved in H&S through participation and recognise individual responsibility to workplace Health and Safety.	Compliance with legislation. Policies and practices adopted and adhered to by the TRT. All incidents reported in a timely manner. Number of incidents at an acceptable level. All hazards effectively managed. Increase in health and safety awareness across the TRT. Positive health and safety culture in the workplace.
<b>General</b> Assist's TRT to create and embed a culture of strong ethical behaviour, quality and continuous improvement. Adhere to and observe all policies, procedures and practices. Other duties as required in addition to, or as a result of, changing circumstances which contribute to achieving the purpose of the role.	Act as an ambassador for the organisation. Live the values.

### Skills / Qualifications / Experience

Essential	Desirable
A commitment to tikanga Maori and the ability to incorporate this into your daily work	Experience working with people with intellectual impairments
Excellent written and verbal communication	Fluency in te reo Maori
Strong interpersonal skills, specifically around coaching and mentoring	Relevant qualification of Level 2 or above
Problem solving and effective decision making skills	
Demonstrates maturity and a calm demeanour when dealing with challenging situations	
A full New Zealand Drivers Licence and access to your own vehicle is preferable	

## Competencies

Competency	Descriptor
Professional competency	Maintain a high standard of professionalism and ethical conduct at all times.
Interpersonal Savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside of the organisation. Builds appropriate rapport as well as constructive and effective relationships. Uses diplomacy and tact. Can diffuse even high-tension situations comfortably.
Drive for Excellence	Committed to the achievement and maintenance of quality; can be counted on to drive goals, get results and ensure key objectives are met; bottom line oriented
Customer Orientation	Is dedicated to meeting the expectations and requirements of internal and external customers
Self-driven	Is able to work to a high standard in a solo role with confidence
Teamwork	Co-operates and works well with others in the pursuit of team goals; shares information; supports others; is seen as a team player
Time Management	Uses his/her time effectively and efficiently; values time
Integrity and Trust	Maintains high ethical standard, both personally and professionally; shows integrity and fairness