



JOB DESCRIPTION

Job Title	Kaiarahi
Reports to	Kaitaataki/ Care Manager- Kaitaataki
Location	Auckland/ Midlands/ Northland/ Christchurch
FTE	1 FTE Full time

Who are we?

We are a kaupapa Maori service that proudly supports people of all ethnicities with an intellectual impairment and/or a mental health condition. 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

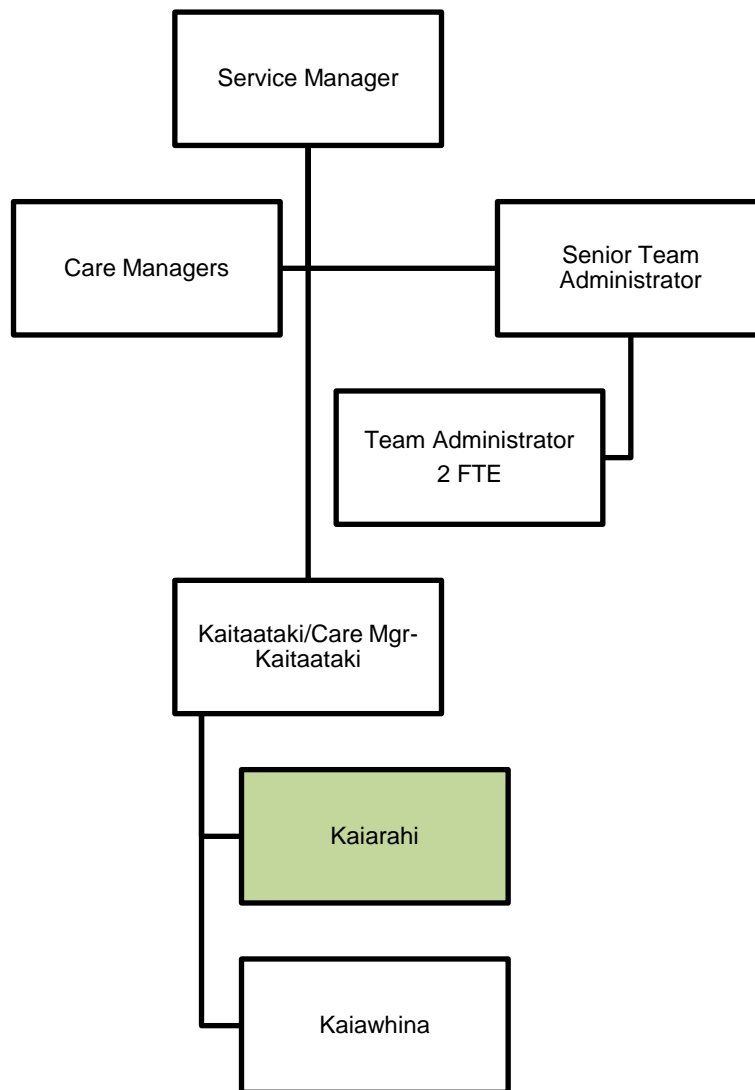
Te Whariki Whakaruruhau is the Te Roopu Taurima (TRT) model of service that recognises the intrinsic value and relationship of tangata (people we support), their whanau and kaimahi (staff). As a kaupapa Maori service we strive to make a difference in the lives of tangata by surrounding them with a caring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

Te Roopu Taurima

Purpose of the Role (Brief description that summarises the purpose of the role)
To provide leadership and support for the management of the resources needed to enable people with an intellectual impairment to live in the community in a home that embraces their Tikanga and promotes self-confidence, independence and choice. Kaiarahi ensure the day to day support for Tangata. Maintenance of service provisions and efficient running of the whare.

Dimensions			
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	Internal Senior managers Service managers Whare staff Payroll HR team	External Tangata/Whanau Ministry of Health Referral Agencies Service Providers and Key Suppliers	
Reporting to	Total: FTE	Direct: FTE	Indirect: FTE

Position in Organisation chart



Key Responsibilities / Expected Outcomes

Key Responsibilities	Expected Outcomes
<p>Intellectual Disability</p> <p>Possesses the knowledge and skill to provide appropriate needs based services for people with a disability.</p>	<p>Assist in provision of education plan on life skills</p> <p>Assist with facilitation of the training and development plans</p>
<p>Wellness Development</p> <p>Has the knowledge and skills to enhance the quality of client wellness using the practices and principles of Tikanga Maori and an approved Wellness Management Plan</p>	<p>Assist in provision of care and rehabilitation Plans</p> <p>Provide medication administration</p>
<p>Lifestyle Development</p> <p>Adept the knowledge and skill to enhance the quality of client lifestyles, using the practices and principles of Tikanga Maori and an approved Lifestyle Development System</p>	<p>Each tangata receiving planned support through Te Oranga Pumau.</p> <p>Assists in development of personal and professional development plans</p>
<p>Organisational Development</p> <p>Possesses the knowledge to define their role within TRT and the skill to assist in the achievement of our business objectives</p>	<p>Assist with the implementation of the service delivery plan and ensuring trust objective are met.</p> <p>Maintains social and positive atmosphere in the whare without compromising the safety of the tangata.</p>
<p>Quality Development</p> <p>Has an attitude or approach to work that seeks to improve services provided to clients and enhances operational effectiveness</p>	<p>Provides constructive feedback to improvise processes, products and systems to enhance the quality of care and services to tangata</p>
<p>Managing Resources</p> <p>Works with the team to protect the financial and other resource interests belonging to the people living in the home. Managing resources refers to the effective and efficient use of Clients monies and belongings, Whare Vehicle, Whare Maintenance and Staffing Costs.</p>	<p>Maintains whare hygiene & assists in day to day maintenance</p> <p>Assists in vehicle maintenance & maintains daily Transport log</p> <p>Maintains Tangata inventory accurately and up to professional standards</p> <p>Records appropriate spending and accountability of tangata budget</p> <p>All accounts and reports are accurate, completed and submitted on time in a professional manner</p> <p>Audit trails are evident</p>

<p>Leadership</p> <p>Works with team members to ensure the smooth running of the home and accounts for the successful development and reporting of; Tangata Intellectual disability, Wellness and Lifestyle needs; and TRT's Organisational, Occupational Safety and Health, Quality and resource needs.</p>	<p>Works collaboratively with team to achieve service delivery initiatives</p> <p>Ensures Intellectual disability, Wellness and Lifestyle needs objectives are met</p> <p>Implements process improvements where appropriate to improve the quality of care and services and implements best working practices</p> <p>Builds positive relationships with one and all</p>
<p>Professional Development</p> <p>Accept responsibility for own professional development</p>	<p>Takes appropriate initiative for their own development and training plans</p>
<p>Personal Health and Safety (H&S)</p> <p>Comply with relevant codes of practice, standards, policies, procedures, H&S and employment legislation.</p> <p>Ensure own and others safety at all times.</p> <p>Report all incidents/accidents including near misses in a timely fashion.</p> <p>Identify, report and manage hazards in your immediate work area and workplace.</p> <p>Is involved in H&S through participation and recognise individual responsibility to Workplace Health and Safety.</p>	<p>Compliance with legislation.</p> <p>Policies and practices adopted and adhered to by the roopu.</p> <p>All incidents reported in a timely manner.</p> <p>Number of incidents at an acceptable level.</p> <p>All hazards effectively managed.</p> <p>Increase in health and safety awareness across the roopu.</p> <p>Positive health and safety culture in the workplace.</p>
<p>General</p> <p>Assist the roopu create and embed a culture of strong ethical behaviour, quality and continuous improvement.</p> <p>Adhere to and observe all policies, procedures and practices.</p> <p>Other duties as required in addition to, or as a result of, changing circumstances which contribute to achieving the purpose of the role.</p>	<p>Act as an ambassador for the organisation.</p> <p>Live the values.</p>

Skills / Qualifications / Experience

Essential	Desirable
Minimum Certificate level 4 in NZ Health and Wellbeing (advanced support)	Experience working within a kaupapa Maori framework or NGO context
2+ years working and experience in the Disability/Health Sector	Knowledge of Te Reo
Frontline Management or supervisor experience	
Commitment to Tikanga Maori	Experience supporting people with an intellectual impairment
Excellent communication skills (written and oral)	Knowledge and/or experience with ID (CC&R) 2003 Act and other relevant legislation
Excellent organisation and time management skills	Demonstrates maturity by making effective decisions at all times. Posses a calm demeanour and is resilient during challenging times
Strong customer focus	Experienced in dealing with tangata with high and complex needs/behaviours
Team player	
Willingness to learn and develop	
Ability to work with minimum supervision	
Full current NZ Drivers Licence (manual vehicles)	
A clear Ministry of Justice check	
Intermediate to advanced proficiency with Microsoft office suite and proficient reporting skills	
Must be available to work a variety of shifts including weekends	
Reasonable level of physical fitness to undertake this active role	

Competencies

Competency	Descriptor
Professional competency	Maintain a high standard of professionalism and ethical conduct at all times.
Relationship Management	Develop and maintain effective relationships with tangata, whānau, colleagues, suppliers, agencies and other stakeholders to foster and encourage collaboration. promotes good will and consensus through constructive handling of disagreements and potential conflict; can represent his/her own interests and yet be fair to other groups
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
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