



JOB DESCRIPTION

Job Title	Kaiawhina
Reports to	Kaiarahi
Location	Auckland/Christchurch/Midlands/Northland
FTE	1 FTE

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.

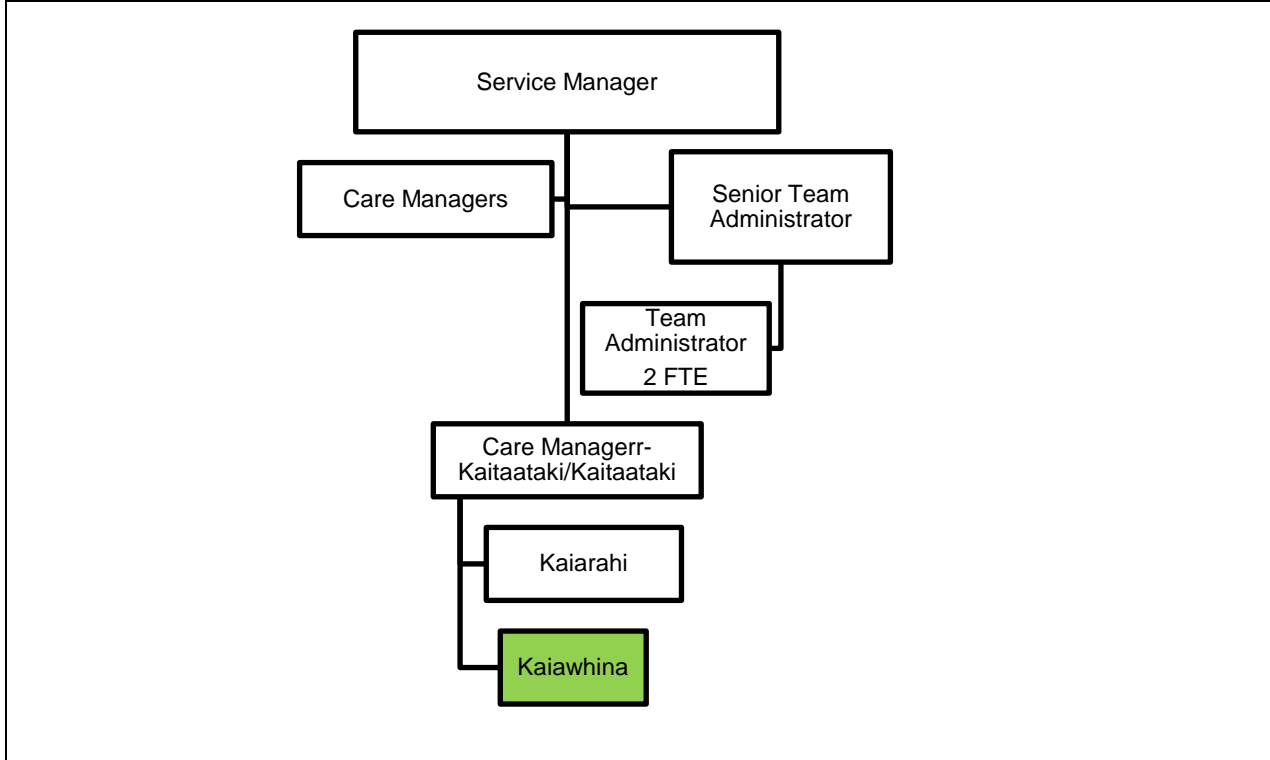
Te Roopu Taurima

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Purpose of the Role (Brief description that summarises the purpose of the role)
To enable people with an intellectual impairment to live in the community in a home that embraces their tikanga and one that promotes self-confidence, independence and choice

Dimensions			
Budget	As approved		
Authorities	In accordance with Te Roopu Taurima's delegated authority policy		
# Sites/Locations	National Office – Auckland Whare nationwide Support Office – Midlands Support Office – Northland Support Office - Christchurch		
Key Relationships	Internal Kaimahi Te Roopu Taurima	External Tangata/Whanau	
Reporting to	Total: 0 FTE	Direct: 0 FTE	Indirect: 0 FTE

Position in Organisation chart



Key Responsibilities / Expected Outcomes

Key Responsibilities	Expected Outcomes
<p>Tikanga Maori</p> <p>Possesses the knowledge, skill and ability to provide appropriate services for people with a disability that recognises tikanga Maori and te reo Maori</p>	<p>Ability to provide care model to tangata aligning with the tikanga Maori and te reo Maori</p>
<p>Intellectual Disability</p> <p>Possesses the knowledge, skill and ability to provide appropriate needs based services for people with a disability</p>	<p>Deliver on skills/needs based plan for tangata</p>
<p>Wellness Development</p> <p>Has the knowledge, skill and ability to enhance the quality of tangata wellness using the practices and principles of tikanga Maori and an approved Wellness Management Plan</p>	<p>Delivers care and rehabilitation plans</p> <p>Provide medication administration</p>

<p>Lifestyle Development</p> <p>Adept the knowledge, skill and ability to enhance the quality of tangata 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>Supports in development of personal and professional development plans of tangata</p>
<p>Organisational Development</p> <p>Possesses the knowledge and skill to define their role within Te Roopu Taurima and the ability to assist in the achievement of our business objectives</p>	<p>Assist with the implementation of the service delivery plan and ensuring TRT's objectives 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 tangata 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 tangata monies and belongings, whare shopping, whare vehicle, whare maintenance and staffing costs.</p>	<p>Assists in whare hygiene & daily maintenance</p> <p>Assists in vehicle maintenance & daily Transport log</p> <p>Assists in maintaining tangata inventory accurately and up to professional standards, makes cost-effective purchases</p> <p>Able to provide personal cares such as bathing, dressing, toileting and able to prepare nutritious meals</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</p>	<p>Compliance with legislation.</p> <p>Policies and practices adopted and adhered to by the TRT.</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 TRT.</p>

recognise individual responsibility to workplace Health and Safety.	Positive health and safety culture in the workplace.
<p>General</p> <p>Assist's TRT to 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
Experienced in a range of care-giving/ supporting roles Life experience	Working experience in the disability/health sector is an advantage
Commitment to tikanga Maori	Level 2 or higher NZ Health & Wellbeing qualification is desirable
Excellent communication and relationship skills	Demonstrates maturity by making effective decisions at all times. Possess a calm demeanour and is resilient during challenging times
Strong Interpersonal skills; assertive and enthusiastic	Experienced in dealing with tangata with high and complex needs/behaviours
Team player with strong organisational and time management skills	
Solution finding and effective decision making skills	
Reasonable level of physical fitness to undertake this active role	
Flexibility to commit to rotating rosters including weekends and public holidays	
Current Full NZ drivers licence with the ability to drive manual vehicles.	
A clear Ministry of Justice check	

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, management 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