

POSITION DESCRIPTION

POSITION TITLE Kai Tautoko Tikanga - Cultural Support DRUG TREATMENT PROGRAMME

REPORTS TO Clinical Manager DTP

ORGANISATION'S VISION AND PURPOSE

Tō Tātou Matakitenga Poutia, Heretia, tuia te muka tāngata ki te pou tokomanawa ka tū mana motuhake; Ka noho herekore I ngā waranga me ngā wero nui o te ao

OUR VISION People, whanau and communities are connected and supported to live the lives they want; free from drug, alcohol and other addiction challenges

Tō Tātou Aronga E hāngaia e mātou he whare tūmanako me ngā wāhi haumarū, ka āhei I a tangata ki te muka tāngata ki a ia anō, ko te mea kē ka puta te ira tāngata ki te wheiao ki te ao mārama

OUR PURPOSE We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future

POSITION PURPOSE

To lead cultural programme delivery for the Drug Treatment Programme and support tangata whaiora and staff through the application of Te Tiriti o Waitangi and cultural aspects of Te Ao Māori, including Te Reo and Tikanga Māori.

KEY AREAS OF RESPONSIBILITY

Responsibility	Performance measures
<p>Cultural services</p> <ul style="list-style-type: none"> Lead cultural programme delivery and support to whai ora and DTP employees Provide timely and appropriate support and contribute to services through consultations with tangata whaiora and their Whānau Participate in the education and follow-up of the tangata whaiora and Whāna Ensures that support to tangata whaiora is delivered in accordance with programme models and Maori models and follows organisational policies, procedures, legislation and systems; Participate in group facilitation meetings as required Uses organisational processes to identify and minimise risk (clinical and non clinical risk) Seek assistance where tasks are outside scope of practice or knowledge level Liaise and maintains functional relationships with key stakeholders including local iwi and Māori community groups Provide support and coaching to Odyssey cultural groups as required, including: Kapa Haka , Te Reo, Mahi Raranga/weaving programme 	<ul style="list-style-type: none"> Tangata whaiora and whānau express satisfaction with support provided Demonstrates meeting responsibilities as per tangata whaiora support plans Demonstrates best practice and compliance with organisational policies, procedures and systems Postive internal and external feedback is received on cultural inputs Zero non compliance in audits with regards to cultural practices Risk issues are identified and reported as per organisational processes Attends or leads group facilitations as required Internal and external stakeholders express satisfaction; Client satisfaction; and Tangata whaiora and Whānau satisfaction.

KEY AREAS OF RESPONSIBILITY

Responsibility	Performance measures
<p>Health and Safety</p> <ul style="list-style-type: none"> Identify and act on any potential risks to self or others, including client/whai ora, whānau and other employees. Be familiar with and abide by the organisation's health and safety policies and reporting procedures, ensuring others do the same as required Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. <p>Treaty of Waitangi</p> <ul style="list-style-type: none"> Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in the delivery of services to whai ora/ whānau <p>Professional Development</p> <ul style="list-style-type: none"> Is proactive in own professional development and attends relevant organisational training as required <p>General</p> <ul style="list-style-type: none"> Attends and contributes actively to team meetings Carries out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role. 	<p>Risks (including Health and Safety, compliance and maintenance) are identified and reported; Plans are put in place to resolve and/or mitigate potential problems as required; Issues are escalated to relevant manager as required</p> <p>Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant</p> <p>Follows correct protocols when using safety equipment; Workplace hazards are identified and plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority</p> <p>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role</p> <p>Has an individual development plan which is implemented. Attends organisational training required for role</p> <p>Regularly attendance at team meetings and makes useful contributions</p> <p>Other work is undertaken and completed. Commitment and flexibility are demonstrated.</p>

KEY RELATIONSHIPS

<p>Internal Odyssey Cultural Advisor, Programme employees, Managers, General Staff, Te Taukoto Awhina, Ngā Kāhui o Odyssey, Ngā Poupou</p>	<p>External Whānau, iwi, marae, hapū, other stakeholders</p>
---	---

PERSON SPECIFICATION

Qualifications	A relevant qualification in Maori Learning/Education is preferred
Experience	<ul style="list-style-type: none"> • Good experience and knowledge of Tikanga Māori, te reo Māori, Te Tiriti o Waitangi, Mihi/whaikorero, kapa haka and marae protocol • Experience of working with with kaumātua, pakeke/adults and tangata whaiora • Strong understanding of cultural norms, practices and traditions especially with regard to Māori and Pacific peoples • Experience of facilitating individual whānau and group work • Good experience and knowledge of Microsoft office applications
Skills/Abilities	<ul style="list-style-type: none"> • Confident in Te Reo and Tikanga Māori • Ability to work creatively and productively with situations of conflict and crisis • Ability to create an environment where tangata whaiora can meet their full potential • Demonstrated ability to build relationships and maintain networks/contacts • Demonstrated ability to liaise and effectively network with local Iwi and other community agencies if required • Ability to engage and motivate tangata whaiora, help them to reflect on their lives and make positive decisions for themselves • Strong verbal and written communication skills • Strong time management skills and ability to prioritise and manage workload effectively • Ability to use initiative and adapt to changing surroundings
Other	<ul style="list-style-type: none"> • No criminal convictions • A full, clean driver's licence

ODYSSEY'S PILLARS - guiding principles for employees and clients

Trust <i>Tika</i>	Reliable and shows great integrity
Honesty <i>Pono</i>	Transparency and openness underpins all actions
Responsibility <i>Kaitiaki</i>	Achieves and surpasses goals
Concern <i>Manaaki</i>	Empathic and interested in the wellbeing of others
Love <i>Aroha</i>	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with clients/whai ora and whānau

'LET'S GET REAL' SKILLS		
Skill	Description	Competency level - Essential
Working with people experiencing mental health and addictions	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> • Greets and welcomes people accessing services and their whānau appropriately, providing age and/or culturally appropriate, relevant & specific information • Works in partnership with people accessing services and is mindful of the impact of power differentials • Demonstrates understanding and respect of diversity and cultural awareness through appropriate use of language and culturally specific resources, particularly for Māori whai ora and whanau • Recognises people accessing services may be fearful or apprehensive and works to establish a safe and trusting connection and a comfortable physical environment
Working with Māori	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> • Greets Māori people using te reo Māori greetings • Respects and uses te reo Māori • Understands and respects Māori tikanga and spiritual practices, the importance of identity and the concepts of whakawhanaunga, manaaki, tino rangairatanga and mana motuhake • Asks whai ora and whānau what they need and provides information in English and Māori • Understands the importance of whakapapa and different roles within whānau • Supports Māori whai ora to identify and involve people who are important to them
Working with whānau	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> • Demonstrates understanding that in many cultures, a person's identity is embedded and connected to whānau rather than their individual selves • Welcomes, establishes positive rapport and shares relevant information with whanau • Sensitively asks about support needs related to being a parent as appropriate to role
Working within Communities	Recognises that people and whānau who experience mental health and addictions needs, are part of communities	<ul style="list-style-type: none"> • Understands 'community' in the broadest sense and that the concept of community is dynamic and evolving • Recognises that Māori whai ora may be supported within and contribute to wider social networks e.g. hapu, iwi • Demonstrates understanding of the importance of social inclusion and community connections, has knowledge of

		<p>the communities people accessing services identify with, and supports them to connect with and participate in communities of their choice</p> <ul style="list-style-type: none"> • Has a basic understanding of mental health promotion, addiction harm reduction, suicide prevention and postvention principles
Challenging discrimination	Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs	<ul style="list-style-type: none"> • Demonstrates understanding of the prevalence, impact and challenges of discrimination on people who have mental health or addiction needs, whanau services and communities • Works to develop awareness and challenges own beliefs that may lead to discriminatory behaviour
Applying law, policy and standards	Implements legislation, regulations, standards, codes and policies relevant to their role	<ul style="list-style-type: none"> • Respects the relationship between government and tāngata whenua and upholds the principles of the te Tiriti o Waitangi • Understand and adheres to legislation, regulations, standards, codes and policies appropriate to the role • Upholds the principles set out in the UN Convention of the Rights of the Person, including the right to autonomy, self-determination, to be free from coercion and to be treated in a non-discriminatory way • Provides information to people about their rights and in a way that supports them to understand • Ensures people know about relevant feedback and complaints processes • Maintains and stores records in accordance with legal and professional standards