



Position Description

Position Title	Kahu Taurima Kaiawhina
Date	September 2023
Approved by	CEO - Tūwharetoa Health Charitable Trust

Position holder	TBC
Reports to	Kahu Taurima Kaiarahi / Coordinator Whanau Pēpi Tamariki Service Manager
Purpose of the position	<p>The Kahu Taurima Kaiawhina is a service provision role in the development of an integrated, collaborative, whānau-centred Te Ao Māori / Mātauranga Māori model of care for whānau, pēpi and tamariki in the rohe of Ngāti Tuwharetoa).</p> <p>The Kaitiaki will draw on their extensive life experience and knowledge of whānau, pēpi and tamariki to support high need whānau in navigating the resources they need to thrive.</p> <p>Alongside the Kahu Taurima Kaiarahi they will be a resource to all providers in establishing integrated services for high need whānau.</p>

Working Relationships	
Internal – Tūwharetoa Health	External
<ul style="list-style-type: none"> ▪ Kahu Taurima Kaiarahi ▪ Whanau, Pēpi and Tamariki Manager and team ▪ Chief Executive Officer (CEO) ▪ Chief Operating Officer (COO) ▪ Clinical Advisor ▪ Head of Data Science and IT team ▪ Human Resources Manager and team ▪ Operations Manager and team ▪ Pākeke Hauora Mai Manager and team ▪ Pou Herenga / Te Tira Atamai Manager and Team ▪ Whānau Engagement Manager and team ▪ Executive Management Team (EMT) ▪ Trustees 	<p>Whānau, hapu, and iwi</p> <p>Agencies and providers working with whanau, pēpi and tamariki, including but not limited to</p> <ul style="list-style-type: none"> ▪ Midwifery / Lead Maternity Carers ▪ Maternity / Birthing Unit Services ▪ Plunket Well Child Services ▪ General Practice ▪ Pinnacle Midland Health ▪ Secondary services for child health ▪ New-born Hearing Screening ▪ Oral Health Services ▪ Smokefree services ▪ Providers in areas including social services, education, housing, employment,

Standard Expectations, Attributes, Knowledge, and Skill
Analytical Thinking and Problem Solving: Ability to both identify problems and use information to resolve them.
Communication: Ability to clearly convey thoughts, both verbally and in writing, and to listen to and understands others.
Confidentiality: Ability to maintain privacy and confidentiality in line with the Privacy Act (2020) and the Health Information Privacy Code (2020).
Continuous Improvement: Ability to understand and implement a continuous improvement process in respect of one's own performance, and the organisation's processes and services.
Cultural Appropriateness: Ability to provide culturally appropriate support to a wide range of clients. Knowledge and experience in Ngāti Tūwharetoa Tikanga and Kawa are desirable.
Cultural Development: Commitment to attending and actively participating in quarterly All Team Hui / Noho Marae.
Health and Safety: Ability to work responsibly under the Health & Safety at Work Act 2015.
Policies: Ability to become familiar with, and work in line with Tūwharetoa Health's policies.
Relationship Development: Ability to build and sustain effective relationships both internally and externally.
Self-Management: Ability to work autonomously and flexibly to achieve the purpose of the position and the goals of the organisation.
Team Work: Ability to work with others to achieve goals.
Treaty of Waitangi: Knowledge of the principles of the Treaty and how these relate to the development of specific initiatives for Māori.
Values: Ability to conduct themselves in line with Tūwharetoa Health's principles and values of Whanaungatanga (Spirit of Family), Manaakitanga (Spirit of Support) and Huhuatanga (Spirit of Service Excellence).
Current Full New Zealand Driver License is essential.

Position Specific Qualifications, Skills, and Experience

Qualifications	<p>A person with life experience and a Te Ao Māori view of the time from pre-conception until tamariki are at least school age.</p> <p>Will have or be willing to undertake and complete the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) or equivalent.</p>
Knowledge, skills, and experience	<p>Life experience with whānau, pēpi and tamariki.</p> <p>Committed to Te Ao Māori - a Māori world view.</p> <p>A passion to instil Mātauranga Māori into services for whānau.</p> <p>Experience and skill working with whānau Māori in an advocacy role.</p> <p>Effective networks in the rohe of Ngāti Tūwharetoa</p> <p>Excellent communication skills.</p> <p>Speaking Te Reo Māori would be an advantage.</p> <p>Knowledge of the New Zealand health system.</p> <p>Intermediate level knowledge of computers with experience using Microsoft Office and client management databases.</p>

Main Responsibilities

<p>Model the provision of services for whānau, pēpi and tamariki that are founded in Te Ao Māori (a Māori world view) and informed by Mātauranga Māori (Māori knowledge).</p>
<p>Support the establishment of an integrated, whānau-centred Te Ao Māori model of care for whānau, pēpi and tamariki across all services in the rohe of Ngāti Tuwharetoa (Taupo District). Ensure this is based in Mātauranga Māori – particularly: Turakiri (identity), Taiao (environment), and Mahinga Tangata (customary practices).</p>
<p>Work alongside whānau to navigate all the services they may need in from pre-conception until tamariki are at least school age.</p>
<p>Maintain all processes in line with Tūwharetoa Health policies and emerging practices for whānau, pēpi and tamariki.</p>
<p>Reporting</p>

Role Delegations

<p>Financial (limits/mandates etc.)</p> <ul style="list-style-type: none"> ▪ As per budget
<p>Staffing</p> <ul style="list-style-type: none"> ▪ No direct reports

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
<p>Model the provision of services for whānau, pēpi and tamariki that are founded in Te Ao Māori (a Māori world view) and informed by Mātauranga Māori (Māori knowledge).</p>	<ul style="list-style-type: none"> • Provide services to whānau, pēpi and tamariki with a focus on Mātauranga Māori. • Assist the kaiarahi with the provision of education and resources with a focus on Mātauranga Māori about whānau, pēpi and tamariki for all Tūwharetoa Health kaimahi working with whānau. • Act as a resource for kaimahi working with whānau, pēpi and tamariki. • Participate in regular internal multi-disciplinary hui for Tūwharetoa Health services working with whānau, pēpi and tamariki.
<p>Support the establishment of an integrated, whānau-centred Te Ao Māori model of care for whānau, pēpi and tamariki across all services in the rohe of Ngāti Tuwharetoa (Taupo District). Ensure this is based in Mātauranga Māori – particularly: Turakiri (identity), Taiao (environment), and Mahinga Tangata (customary practices).</p>	<ul style="list-style-type: none"> • Support the Kaiarahi in the establishment of an integrated, whānau-centred Te Ao Māori model of care for service to whānau in the time from pre-conception until tamariki are at least school age. • Develop excellent relationship with whānau, hapu and iwi with a particular focus on the time from pre-conception until tamariki are at least school age. • Establish and maintain excellent and collaborative working relationships with other providers working with whānau, pēpi and tamariki. • Support enhanced integration and collaboration between providers of services to whānau, pēpi and tamariki, ensuring there is flexibility and responsiveness to whānau needs. • Support the work with other providers to ensure there are effective processes in place to facilitate; <ul style="list-style-type: none"> ○ services working together to meet the various needs of whānau. ○ the smooth and timely transfer of care between services [for example from the LMC to WCTO]. ○ referrals for whānau requiring additional support from Kahu Taurima. ○ Other processes as identified in discussion with partners. • Support the provision of education and resources with a focus on Mātauranga Māori about the time from pre-conception until tamariki are at least school age for all kaimahi working with whānau, pēpi and tamariki. • Act as a resource for other providers that require guidance or assistance incorporating Mātauranga Māori into their services for whānau, pēpi and tamariki. • Participate in regular internal multi-disciplinary hui for all services working with whānau, pēpi and tamariki to enhance regular communication between all providers.

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
Work alongside whānau to navigate all the services they may need in from pre-conception until tamariki are at least school age.	<ul style="list-style-type: none"> • Ensure whānau are well informed about their options and the standard of care they can expect to receive. • Link whānau to traditional Māori child raising practices. • Advocate for whānau to have access to the services they need, including but not limited to; <ul style="list-style-type: none"> ○ Lead Maternity Carer (LMC) ○ Hapu Mama Wananga ○ Birthing services ○ Tamariki Ora services ○ Breastfeeding support ○ Parenting support ○ Early childhood education ○ Primary care / general practice services ○ Childhood immunisations ○ Housing
Maintain all processes in line with Tūwharetoa Health policies and emerging practices for whānau, pēpi and tamariki.	<ul style="list-style-type: none"> • While walking alongside whānau in support of their aspirations for their pēpi and tamariki, maintain practices that keep staff, whānau and Tūwharetoa Health safe; <ul style="list-style-type: none"> ○ Receive referrals from other providers and/or whānau. ○ Arrange appointments with whānau. ○ Enrol whānau with the Kahu Taurima service. ○ Obtain informed consent for all services and referrals. ○ Maintain privacy in line with Tūwharetoa Health's policies. ○ Assessment. ○ Care planning. ○ Record keeping. ○ Reporting.
Reporting	<ul style="list-style-type: none"> • Monthly service reports to the Executive Management Team via service manager. • Quarterly reports to the funder as per contract • All reporting is directed to the Kaiarahi or Service Manager