



Position Description

Position Title	Kahui Pakeke Kaumatua Programme Coordinator
Date	April 2025
Approved by	CEO - Tuwharetoa Health Charitable Trust
Position holder	TBC
Reports to	Kaitataki / Team Lead for day-to day matters. Overall, to the Pou Herenga / Te Tira Atamai Manager
Purpose of the position	The Kahui Pakeke Kaumatua Day Programme Coordinator is responsible for planning and supporting the provision of day programmes to older adults.

Working Relationships	
Internal – Tuwharetoa Health	External
<ul style="list-style-type: none"> • Pou Herenga / Te Tira Atamai Manager and team • Chief Executive Officer (CEO) • Chief Operating Officer (COO) • Clinical Advisor • Financial Controller and team • Head of Data Science and IT team • Operations Manager and team • Project Lead • Whanau Engagement Manager and team • Whanau, Pepi and Tamariki Manager and team • Executive Management Team (EMT) • Trustees 	<p>Staff from</p> <ul style="list-style-type: none"> • Providers of services to pakeke / older adults • Needs Assessment Service Coordination • Te Whatu Ora Health New Zealand – Lakes Region • Ministry of Health • ACC • Pinnacle Midland Health Network • General Practice • District Nursing Service • Occupational Therapists • Te Puni Kokiri

Standard Expectations, Attributes, Knowledge, and Skills
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 Ngati Tuwharetoa Tikanga and Kawa is 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 Tuwharetoa 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.
Teamwork: 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 Maori.
Values: Ability to conduct themselves in line with Tuwharetoa 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	The New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) or equivalent, or a willingness to complete this.
Knowledge, skill and experience	<p>Excellent communicator with well-developed communication skills.</p> <p>Strong self-management skills.</p> <p>Customer service orientated, and with the ability to engage client and whanau groups.</p> <p>Knowledge of existing community networks and service agencies, particularly for pakeke / older adults.</p> <p>Knowledge of Maori models of health, for example Whare Tapa Wha.</p> <p>Previous experience in the health or community sector would be an advantage.</p> <p>Intermediate level knowledge of computers with experience using Microsoft Office and databases.</p>

Main Responsibilities
Plan and support the provision of day programmes to pakeke / older adults.
Connect with internal and external community services and agencies as needed to support Tuwharetoa Health's clients
Reporting

Role Delegations
Financial (limits/mandates etc.)
<ul style="list-style-type: none"> ▪ No financial delegation
Staffing
<ul style="list-style-type: none"> ▪ No direct reports

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
Plan and support the provision of day programmes to pakeke / older adults	<p>Provide programme support to ensure that</p> <ul style="list-style-type: none"> • pakeke are consulted about the programme that they wish to participate in. • all programme activities are scheduled and organised in advance. • clients are aware of the programme of activities. • all records are kept in line with contractual requirements. • narrative information and data is collected to enable the service to provide reports to the funder.
Connect with internal and external community services and agencies as needed to support Tuwharetoa Health's clients	<ul style="list-style-type: none"> • Establish and maintain relationships with providers of services for pakeke / older adults. • Establish a comprehensive database of services and activities available to older adults in the Taupo district.
Reporting	<ul style="list-style-type: none"> • Maintain data on the service provided. • Monthly service reports to the Leadership Team via Kaitataki. • Quarterly reports to the funder as per contract. • All reporting is directed to the Kaitataki or Service Manager.

