

Position	Kaiārahi
Reports to:	Programme Manager
Staff Responsibility:	Nil
Our Vision	<i>Wairarapa - He Waiora</i> <i>Wairarapa - A Place of Wellness</i>
Our Mission	<i>He rarapa i ngā āhuatanga e ū ai te hā o te ora</i> <i>To pursue and participate in ways of bringing about wellness</i>

Purpose and Scope of Position

Kaiarahi will work alongside priority whanau to develop plans, and support whanau to experience measurable progress and evidence a positive shift towards achieving their priority outcomes.

The Kaiarahi will ensure :

- whānau experience quality care and positive results
- demonstrable gains for whanau occur
- whānau engagement with societal institutions is rewarding and beneficial for whanau who are referred through our networks

Position Responsibilities

- You will develop and implement a work plan, based on the requirements of the Service Delivery plan for this programme
- You will focus on priority whanau and undertake detailed assessment and support in development of their whanau plan and progress towards their outcomes
- You will evidence accurate information (e.g. activities, achievements) of each whānau journey to show the progress toward the achievement of outcomes.
- All contact, dialogue and follow ups must be accurately recorded on the appropriate forms/database
- Participate in case management process to ensure the client is integral to the health, education and welfare planning process and ensure outcomes are monitored, measured and reported efficiently and effectively
- Model excellence in quality case management which includes: the creation, implementation, monitoring and evaluation of wellness plans
- Identify and manage risks, in particular Health & Safety risks and casework risks
- Contribute to the development and implementation of practice improvement recommendations
- Participate in relevant professional development to ensure management of caseload, interactions with clients, individuals, families and whānau, is of the highest standard
- You will be required to attend all meetings and trainings as required by your line manager
- Other tasks as directed by the Manager.

Functional relationships

Internal

All other Whaiora outreach services
Whaiora GP service
Te Kura Kaupapa Māori o Wairarapa

External

Whanau/Hapu/Iwi/ Marae
Medical Centres
Dental Services
Government Agencies
Te Hauora Runanga O Wairarapa
Community organisations
And other relevant partners

Person Specification	
Core Essential	<ul style="list-style-type: none"> • Understand Whaiora Core Values • Knowledge of community • Te Reo Māori (Highly desirable) • Organised and accurate documentation • Ability to write reports in an accurate and timely manner • Demonstrate rapport with colleagues and management • Energetic, Enthusiastic, Passionate, Sensitive, non-judgemental • Honest, hardworking, self-motivating, innovative • Empathetic to whānau need • Common sense / Sense of humour • Full driver’s license • Is a team player but can also work autonomously • Ability to present a Work Plan and meet timelines • Willing to undertake professional development
Developmental:	<ul style="list-style-type: none"> • Knowledge of maori health models • Knowledge of health • Understanding of contracts, outputs and outcomes • Training/training plan • CPR Resuscitation • Computer literacy • Te Reo Maori me ona Tikanga • Knowledge of the position applying for • Dynamic presenter/motivator
Health and Safety:	<p>Take responsibility for meeting Whaiora obligations in workplace health and safety by:</p> <ul style="list-style-type: none"> • Adhering to the H&S procedures • Participating in health and safety initiatives and training where appropriate • Providing suggestions for improvement of health and safety • Reporting all accidents/incidents, near misses, and symptoms of discomfort • Identifying and reporting workplace hazards • Respond effectively to complaints in accordance with policy and procedure and help ensure legislative requirements are met (e.g.: Privacy Act/Official Information Act etc)
Legal Boundaries and Whaiora Policies	<ul style="list-style-type: none"> • Ensure that all records/documents are maintained accurately and in accordance with legislation and Whaiora policy • Provide appropriate information in accordance with the Privacy Act and other relevant legislation and Whaiora policy • Through practice and performance demonstrates knowledge and application of the principles of the Treaty of Waitangi • To comply with but not limited to <ol style="list-style-type: none"> 1. Privacy Act 1993 2. Health Information Privacy Code 1994 3. Health Act 1956 4. Vulnerable Children’s Act 2014

Minimum requirements as per performance appraisal:

	✓		✓		✓
<p>Communication Reporting Clients Sharing information, ideas, knowledge Ability to diffuse difficult situations</p>		<p>Team work Able to work with others Active participation Undertakes tasks as required Shares information, ideas, knowledge</p>		<p>Planning for Excellence Problems / resolution Effective working systems Good time management Aware of Hauora and Whaiora resources and the appropriate use of them</p>	
<p>Interpersonal Skills Credibility – internally and externally Confidentiality Networks and networking</p>		<p>Planning and monitoring Good time management Able to plan Able to prioritise work loads Requests for information is forthcoming Reports / reporting</p>		<p>Clients Their importance to us Problems -Complaints process</p>	
<p>Performance Take on new roles / responsibilities, adjust work style Access information Quality delivery of service, the importance of the Client Positive attitude</p>		<p>Staff Can cover as required and where appropriate Understands the process for Leave application Aware of Disciplinary action Review own performance (training and upskilling) Supports in orientation of new staff Self motivation and motivating others Role model – internal and external Shares information, ideas, knowledge</p>		<p>Performance Appraisals Set dates Set objectives</p>	