

ROLE DESCRIPTION

**KAIKŌKIRI** – Champion of Wellness

Position	Kaikokiri – Rangatahi Nutrition and Physical Activity Health Promotor
Reports to:	Whānau Services 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**

The primary purpose of this position is to promote health and wellbeing of rangatahi Māori and their whānau/communities through increased levels of physical activity and improved nutrition, delivered within a public health framework.

**Within this role you will:**

- create and implement kaupapa Māori health promotion projects to improve nutrition and increase physical activity for rangatahi aged between 13-24, alongside their whānau and communities.
- develop rangatahi as champions for healthy lifestyles in their communities and integrate a Whānau Ora approach in your work.
- mentor and developing leaders in our community using kaupapa Māori strength based approaches.
- Ensure the systems, services and resources are used to best effect in accordance with Whaiora policies and procedures and meet legislative requirements specific to service contracts.

Result Areas	Key Task Expectations	KPIs/outcomes
1. Health and Safety	Take responsibility for meeting Whaiora obligations in workplace health and safety by: Adhering to the H&S procedures.  Participating in health and safety initiatives and training where appropriate.	Staff follows H&S policies and procedures  H&S inductions and refreshers completed  Accurately reports hazards and incidents

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	<p>Providing suggestions for improvement of health and safety.</p> <p>Reporting all accidents/incidents, near misses, and symptoms of discomfort.</p> <p>Identifying and reporting workplace hazards.</p> <p>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).</p> <p>Identifies and manages risks including risk associated with case and programme management.</p> <p>Completes necessary safety forms and checks for programme development and implementation.</p>	<p>via appropriate reporting methods.</p>
<p>2. Service planning and implementation</p>	<p>Creates a yearly plan of kaupapa māori health promotion activities and programmes to improve outcomes for rangatahi Māori and their whānau.</p> <p>Activities address health inequities and the wider determinants of health and incorporate appropriate frameworks for health promotion.</p> <p>Projects involve rangatahi in the planning, implementation and evaluation stages (where appropriate).</p> <p>Projects are planned, implemented and evaluated in consultation with key staff/stakeholders, delivered on time and within resources allocated.</p> <p>Works closely and collaboratively with an interdisciplinary team where required to create successful programmes for rangatahi.</p> <p>Complete required documentation for planning, implementation and evaluation.</p>	<p>Effectively plans and designs programmes that achieve outcomes</p> <p>Rangatahi are engaging participants in programmes</p> <p>Evaluations provide constructive feedback and learnings are implemented.</p>

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	<p>Tracks programme outcomes by completing programme evaluations.</p> <p>Ensure participants in programmes are treated with respect and their comfort, privacy and dignity is maintained.</p>	
3. Relationship management	<p>Develops and maintains relationships and networks with other providers, schools and education providers .</p> <p>Professionally represents Whaiora in all settings</p>	<p>Works effectively with other organisations for successful outcomes</p>
4. Learning and Development	<p>Take responsibility for continuing professional development in order to enhance knowledge, skills and values needed for meeting the demands of the role and new challenges.</p> <p>Set a personal goal plan and maintain a performance work plan with target dates for achievement as a part of the performance appraisal process.</p> <p>Actively and constructively participates in hui and team meetings and information sessions.</p> <p>Participate in regular performance appraisal meeting with Whānau Services Manager.</p>	<p>Works towards and achieves professional development goals.</p> <p>Is an active, contributing participant in meetings</p>
5. Self managed, proactive, team focused work practice	<p>Communicates directly, honestly and respectfully while avoiding being negative.</p> <p>Communicates effectively including raising issues affecting service delivery, or maintaining standards, requesting consultation and sharing knowledge with team members and the whānau .</p> <p>Responsible, proactive member of multi-disciplinary team.</p>	<p>Seen as someone who is positive, approachable and who is reliable.</p> <p>Always on time.</p> <p>Adaptable and willing to work with change.</p> <p>Offers ideas for continuous quality improvement.</p>

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	<p>Manages within allocated resources and budget and ensures resources, eg. Equipment, supplies including Whaiora fleet cars are used economically and cost effectively.</p>	
<p>6. Legal Boundaries and Whaiora Policies.</p>	<p>Ensure that records are available, maintained accurately, and meet professional, legal and Whaiora policies and requirements.</p> <p>Provide appropriate information in accordance with the Privacy Act and other relevant legislation and Whaiora policy.</p> <p>Enters timely and accurate data in line with Whaiora’s policies and ensure records are maintained accurately, and meet professional, legal and Whaiora policies and requirements.</p> <p>3. Through practice and performance demonstrates knowledge and application of the principles of Te Tiriti o Waitangi, Māori models of health.</p> <p>4.To comply with but not limited to</p> <ol style="list-style-type: none"> <li>1. Privacy Act 1993</li> <li>2. The Privacy Code 1994</li> <li>3. The Code of Health and Disability Services Consumers’ Rights 1996</li> <li>4. Health Act 1956</li> <li>5. The Accident and Rehabilitation and Compensation Insurance Act 1992</li> <li>6. The Occupational Health and Safety Act 1992</li> <li>7. Children’s Act 2014</li> <li>8. The Treaty of Waitangi</li> <li>9. The Health Practitioners Competency Assurance Act 2003</li> <li>10. Health and Safety at Work Act 2015</li> </ol>	<p>Works within legal boundaries, follows Whaiora policies.</p> <p>Demonstrates application of te reo me ona tikanga in daily mahi.</p>
<p>7. Other responsibilities and duties</p>	<p>Performs other duties and tasks as requested</p>	<p>Willing to step up and take on new tasks or cover for other staff.</p>

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Functional relationships	
External Secondary Schools Training Establishments Sports and Recreation Clubs District Councils Other providers of public health, health promotion programmes. Iwi providers Wairarapa DHB and PHO Local community leaders & organisations/agencies Other Health Organisations /Professionals Whānau /Hapu/ Marae	Internal  All of Whaiora services including Administration Team Reception Team Practice GPs & Nurses Management Community Services
Person Specification	
Core Essential	<ul style="list-style-type: none"> <li>• Te Reo Māori me ona Tikanga</li> <li>• Qualification in Nutrition and/or Physical Activity/Public Health</li> <li>• A self-starter who shows initiative and is proactive</li> <li>• A passion for rangatahi development</li> <li>• Computer literate</li> <li>• Able to work autonomously as well as with a team</li> <li>• Good communicator</li> <li>• Strong relationship building skills</li> <li>• Smokefree</li> <li>• Full driver’s license</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Knowledge of community</li> <li>• Understanding and experience of project planning and evaluation</li> <li>• knowledge of Māori health models; public health and health promotion frameworks</li> <li>• Experience in working with rangatahi</li> </ul>