



*Me aro koe ki te hā o Hineahuone*  
"Pay heed to the dignity of women"

**Te Puawaitanga  
ki Ōtautahi Trust**

*Mō tātou a mō ngā uri a muri ake nei*  
"For us and for those who will come after us"

## Position Description

**Role Title:** Kaiwhakapuawai-Hapūtanga, Tamariki Ora Well Child service

**Reporting to:** Tamariki Ora Team Leader

**Direct Reports:** Nil

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### Who We Are

Te Puawaitanga ki Ōtautahi Trust is a kaupapa Māori community-based organisation. It was founded in 2005 and is committed to upholding Te Tiriti o Waitangi in promoting whānau ora (wellbeing) for all, with a particular focus for whānau Māori. Delivering health, education, justice, and social services to whānau in the Waitaha Canterbury rohe, we work with whānau across the lifespan as they navigate all aspects of their health and wellbeing.

The Trust's values underpin our kaupapa Māori framework and whānau ora approach which are founded on tikanga and mātauranga Māori. All kaimahi are committed to ensuring whānau have the space and opportunity to express their mana motuhake (self-determination) and achieve their aspirations through access to culturally safe and responsive support. Our kaimahi are dedicated professionals who strive for excellence in all aspects of their work. Practice is inclusive, evidenced-based, current, and informed by a range of Māori models of health and wellbeing. We honour diversity and respect the dignity and rights of everyone. Holistic support is whānau-centric, with the wellbeing of tamariki paramount to everything we do.

### Our Vision

Safe, healthy, stable, and connected whānau securing positive futures for all generations.

### Whakataukī

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*Pay heed to the dignity of women*

Mō tātou, ā, mō ka uri ā muri ake nei

*For us and our children who come after us*

### Our Mission

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations.

### Organisation Values

**Rapuora** – healthy communities, hauora, and self-care

**Manaakitanga** – respect, generosity, and care for others

**Whanaungatanga** – belonging, respectful relationships, and whakapapa

**Wairuatanga** – mauri ora and balance

**Kotahitanga** – unity, togetherness, and collective action

**Rangatiratanga** – integrity, leadership, advocacy, and cultural identity

**Puawaitanga** – growth, development, and empowerment

**Aroha** – love, compassion, and empathy

### **Background to the role**

This role is informed by the national Tamariki Ora Well Child (TOWC) guidelines as well as contract specifications with our funders Te Aka Whai Ora. Te Aka Whai Ora – Kahu Taurima work stream is to support the growth of whānau in the ‘first 2000 Days’ or 0 – 5 years of age.

The role will support client whānau with a smooth transition from hapūtanga through to TOWC services. The role will also support our midwifery community, who identify client whānau as needing added support through this time.

### **Purpose of the role / key service objectives**

The role supports the health and wellbeing of pepi, tamariki and their whānau by supporting the delivery of care for client whānau journey from hapūtanga to 5 years. The Kaiwhakapuawai will work alongside the Lead Maternity Carer(LMC)-Midwife to support early engagement for whānau needing extra support and the smooth transition of care along this continuum into Tamariki Ora Well child at Te Puawaitanga Ki Otautahi Trust.

The work of the *Kaiwhakapuawai* is guided by LMC-midwives and registered nurses and the client whānau health needs assessment with a whānau-led approach.

The *Kaiwhakapuawai* will deliver key health promotion messages and assist with meeting client whānau needs. The role is responsible to LMC midwife and registered nurse and reports to the Tamariki Ora Team Leader.

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### **Key Result Areas**

#### **1. Health Promotion**

- 1.1. Work with the LMC Midwife and Registered Nurses to ensure client whānau needs are met as per the whānau health needs assessment along the continuum from LMC Midwife to Tamariki Ora Well Child
- 1.2. Engage with client whānau to deliver key health promotion messages in the following areas
  - 1.2.1. Breastfeeding and first foods.
  - 1.2.2. Sleep and settling of pepe and tamariki
  - 1.2.3. Safe sleep and use/distribution of Wahakura
  - 1.2.4. Smoking cessation
  - 1.2.5. Health and safety in the whare
  - 1.2.6. Connecting to wider community
  - 1.2.7. Family planning and contraception
  - 1.2.8. Toileting

#### **2. Hapūtanga – working in collaboration with Midwives**

- 2.1. Receive request to support client whānau from LMC Midwife
- 2.2. Care to be guided by LMC Midwife while hapu and during first 4-6 weeks, followed by TOWC Service in collaboration with client whānau.
- 2.3. Referral to internal services at TPKOT, Rongoā, Whānau Mai, Ūkaipo, SUDI, Piopoiā, ECE, Whānau Ora Navigator, Family Start, Whānau Whakapuawai, Immunisation.
- 2.4. Support client whānau to attend appointments, access resources and community activities as per whānau need and goals.
- 2.5. Actively maintain a good working knowledge of all the Trust services as well as services within the community.
- 2.6 The key accountabilities of the role may change from time to time o the organisation is able to adapt to changes in the business environment.

### **3. Te Ao Māori**

- 3.1. Support our special nature as a kaupapa Māori organisation.
- 3.2. Commit to the Trust's cultural capability strategy.

### **4. Whanaungatanga - relationships and networks**

#### **4.1. Team Engagement**

- 4.1.1. Be a positive team player by being proactive, energetic in mahi and in support of other team members to be enthusiastically engaged in their mahi and with organisation vision, purpose, policies, and plans.
- 4.1.2. Engage within team reflection and any group supervision processes to support a continuous improvement kaupapa within the team and wider organisation.
- 4.1.3. Work within the team to be a functioning and contributing team member.
- 4.1.4. Participate constructively in team and organisation hui, which are held on a regular cycle.
- 4.1.5. Support team and wider organisation initiatives such as Full House Hui, Wānanga, groups and other events as required.
- 4.1.6. Work within the Trust's Code of Conduct, relevant procedures and policies, and any other relevant regulatory standards.

#### **4.2. Community Engagement**

- 4.2.1. Develop strong and positive relationships with local community networks and local iwi.
- 4.2.2. Work in collaboration with other services, adhering to the Trust's policies regarding informed consent and safety.
- 4.2.3. Ensure the integrity of the Trust is maintained when representing the organisation, promoting our mission, philosophy, and values.
- 4.2.4. Work within the Trust's policies, procedures, and your position description.
- 4.2.5. Protect organisational and client confidentiality unless there is a risk to safety. Follow Trust policy and procedure in the event of a safety issue.

### **5. Monitoring, reporting, and accountability**

- 5.1. A key task is to meet reporting requirements and ensure that all your reporting is accurate.
- 5.2. Reporting submitted daily to the client management system to ensure timely reporting and meet contractual requirements.

### **6. Professional Development**

- 6.1. Participate in relevant professional learning and development activities, including the Trust's induction processes.
- 6.2. Participate in organisational individual performance reviews.
- 6.3. Participate in supervision as determined with your line manager.
- 6.4. Actively reflect on practice, informally, in the team, and in supervision.

### **7. Health and Safety**

- 7.1. Promote a safe environment for all kaimahi, clients and visitors, and take individual responsibility for good workplace health and safety practices.
- 7.2. Be responsible for your own and others' health and safety at work.

- 7.3. Promote and participate in health and safety processes, maintain a safe workplace, and ensure all equipment is always used correctly. Establish and insist upon safe methods and safe practices.
- 7.4. Be familiar and work with the Trust's Health and Safety policy and procedures.
- 7.5. Undertake the legal requirements for health and safety including working with the health and safety lead ensuring we are proactive to a full range of issues.

## **8. Information Technology**

- 8.1. Use of computers, smart phones and other IT equipment are required as part of the role. Experience and skills in the use of the Microsoft Office software e.g., Word, Outlook, Excel is essential.
- 8.2. Be a skilled user of digital technology including visual communication software, social media platforms and website navigation.

## **9. Other Duties**

- 9.1. The key tasks/accountabilities of the role may change from time to time so that Te Puawaitanga ki Ōtautahi is able to adapt to changes in the business environment.
- 9.2. Support special activities that the Trust undertakes or participates in.

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## **Preferred qualifications, experience, skills, and knowledge**

- Experience working with Māori and within a kaupapa Māori environment
- Strong knowledge of IT
- Sound understanding of Te Ao Māori and commitment to upholding Te Tiriti o Waitangi
- Alignment to Te Puawaitanga ki Ōtautahi values and whakataukī
- Commitment and/or experience to working in a whānau ora approach.
- Qualifications and/or experience in health promotion.
- Proven ability to work within the team environment as well as confident to work independently.
- Experience working with whānau who present with many complexities.
- Excellent interpersonal and organisational skills.
- A full unrestricted driver's licence
- Current first aid certificate

## **Key competencies**

- Respectful – value diversity and accept people as they are, celebrate difference, always take a mana-enhancing approach.
- Whānau centric – ability and desire to focus attention on meeting the needs of client whānau
- Trust and Integrity – is personally aligned with the kaupapa of the Trust, operates honestly and openly.
- Relational – show a commitment and ability to build positive relationships with people.
- Professionalism – represent the Trust favourably and work according to Trust policies and procedures.
- Planning and Accountability – be effective with planning, organising and reporting of tasks to a high standard.
- Flexibility – can adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.

- Integrity - has a high work ethic combined with honesty and ability to achieve results
- Willingness to learn – eager to gain new skills, ways of working, competencies, and understandings.
- Communication - able to communicate clearly and effectively, relate well to a wide range of people in both oral and written format, be an active listener.
- Quality Focus – be committed to achieving and maintaining quality standards which are relevant, positive, and solution-focused.
- Collaborative – able to work effectively in a team, sharing ideas, information, and skills. Values an open mindset and a solution-focused approach.
- Time Management – can effectively prioritise and execute tasks and report on progress.

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**Signed by:**

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(Name of position holder)

Date: