



Me aro koe ki te ha 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: Tāne Engagement - Health Promotor/Programmes Facilitator
Reporting to: Oranga Team Leader

Organisation Vision

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

Whakatauki

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Organisation Mission

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

Organisation Values

RAPUORA - *in search of excellence in health*

MANAAKITANGA - *support, nurture and take care of*

WHANAUNGATANGA - *belonging, respectful relationships and whakapapa*

WAIRUATANGA - *spirituality, mental wellbeing, cultural identity and balance*

KOTAHITANGA - *unity, common purpose and cohesiveness*

RANGATIRATANGA - *leadership, cultural identity, responsibility and accountability*

PUAWAITANGA - *nurturing, empowerment and development of oneself and one's whānau;*

AROHA - *love, compassion and empathy*

About the role

Tāne Engagement - Health Promotor/Programmes Facilitator role is at the forefront of creating impactful change within our community. This role is about empowering pāpā and tāne, through a mana enhancing approach to build connections, acting as a change agent to facilitate positive meaningful difference. This role includes opportunity to consult, design, implement and manage transformative programmes that align with our organisation's values and kaupapa. This mahi supports pāpā to be the best they can be so that their tamariki are nurtured and thrive in environments where they are safe, valued and loved.

Key Tasks and Accountabilities

1. Programme consultation

1.1. Whānau Engagement

- 1.1.1 Collaborate with the project team to plan and facilitate whānau consultation hui.
- 1.1.2 Ensure professional standards and understandings are followed throughout the entire engagement process with whānau.
- 1.1.2 Ensure the Trust's policies regarding privacy are adhered to.

1.2. Team Engagement

- 1.2.1 Work within the team to be a functioning and contributing team member. Participate constructively in team and organisation hui, which are held on a regular cycle.
- 1.2.2 Advise Team Lead of any significant event or challenge when running consultation hui or working with kaimahi.
- 1.2.3 Work within the Trust's Code of Conduct, relevant procedures and policies, and any other relevant regulatory standards.
- 1.2.4 Support and participate in Trust initiatives and events.

1.3. Community Engagement

- 1.3.1 Develop strong and positive relationships with local community networks and local iwi.
- 1.3.2 Work in collaboration with other services, adhering to the Trust's policies of informed consent and safety.
- 1.3.3 Educate and network with other agencies to increase understanding of issues related to whānau. Purposefully work to raise awareness of the impact of family violence for children, whānau, and the wider community.
- 1.3.4 Ensure the integrity of the Trust is maintained when representing the organisation, promoting our mission, philosophy, and values.
- 1.3.5 Map and identify current services available in the community for tāne/pāpā

2. Development

2.1. Design

- 2.1.1 Utilising community feedback, design and innovate programmes that empower our pāpā and enhance our community wellbeing.
- 2.1.2 Support the design and piloting of programmes currently in development.
- 2.1.3 Facilitate the proposed kaupapa Māori tāne parenting programmes
- 2.1.4 Design and facilitate programmes to support connection to culture.

3. Programme facilitation

3.1. Facilitation

- 3.1.1 Ensure a professional standard is upheld throughout the facilitation of programmes.
- 3.1.2 Ensure all plans are reviewed and monitored in case management sessions with team leader.
- 3.1.3 Advise team leader of any significant event or change in circumstances for client whānau.

3.4 Interact with whānau in a way that is mana enhancing and upholds the values of Te Puawaitanga ki Ōtautahi Trust.

4. Engagement with client whānau.

- 4.1 Receive referrals and engage with whānau in a timely manner.
- 4.2 Undertake visits, virtual or physical, with whānau to establish their needs either individually or in group sessions as appropriate.
- 4.3 Support whānau to develop a plan to deliver on their goals and aspirations.
- 4.4 Support whānau to access opportunities, services and community initiatives that will help them respond to their immediate situation of need.
- 4.5 Work with whānau to review and monitor progress according to their identified needs and plans.
- 4.6 Cultivate meaningful relationships with pāpā and their whānau

5. Health Promotion.

- 5.1 Work alongside Whānau Mai kaimahi with ongoing development of antenatal education programme
- 5.2 Provide safe sleep education and maintain a strong understanding of Sudden Unexpected Death in Infancy (SUDI) prevention.
- 5.3 Work alongside Oranga team kaimahi in the development of resources for Oranga Team programmes
- 5.4 Participate and assist the facilitation of initiatives that have goals to support breastfeeding and/or smoking cessation
- 5.5 Maintain focus on those who are most at risk of SUDI, especially young parents, Māori, and Pasifika

6. Working within the wider community

- 6.1 Develop knowledge of resources that are currently available in the community.
- 6.2 Work in collaboration with other services, adhering to agency policy regarding informed consent and safety.
- 6.3 Create and maintain relationships with key stakeholders within the community.

7. Reporting, monitoring, and accountability

- 7.1 Understand and maintain reporting requirements and keep records that support the ease of reporting.
- 7.2 Ensure that all client engagement is recorded for reporting requirements.
- 7.3 Meet reporting requirements on or prior to scheduled deadlines, including milestone and narrative reporting.

8. Professional Development

- 8.1 Participate in relevant professional development activities as agreed with Team Leader
- 8.2 Attend and participate in team and staff hui contributing to a healthy team culture, and the culture of the wider agency

9. Health and Safety

All staff have individual responsibility for Health and Safety practices and will:

- 9.1 Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015)
- 9.2 Promote and participate in health and safety, maintain a safe workplace, and ensure that any safety equipment is always used correctly
- 9.3 Implements organisational policies and procedures, legislation, and guidelines across both organisations
- 9.4 Ensure reports are filed for all incidents and near misses that involve yourself and/or your team/clients

10. Information Technology

- 10.1 Utilise agency Microsoft Office software e.g. Word, Outlook, Excel, TEAMS, PowerPoint, forms and if required Client Management Systems,
- 10.2 Undertake the required reporting procedures
- 10.3 Content creation and management of content on Tiktok, Instagram, Facebook.

11. Te Ao Māori

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

12. Other Duties

The key tasks of the role may change from time to time to meet the needs of client whānau and so that Te Puawaitanga ki Ōtautahi is able to adapt to changes required of it.

The employee will:

- 12.1 Undertake any additional tasks where needed to support the wider Te Puawaitanga kaupapa
- 12.2 Support the special nature of Te Puawaitanga ki Ōtautahi as a kaupapa Māori organisation.
- 12.3 Support special activities that Te Puawaitanga ki Ōtautahi undertakes or participates in.

Desired skills, experience, and qualifications

- Experience working with tāne and / or rangatahi in a kaupapa Māori environment.
- Lived experience of social services e.g., experienced social worker or equivalent employment experience in the social services sector.
- Interest or experience in research, design, collecting and analysing data, and evaluation of initiatives.
- Sound understanding of Te Ao Māori and commitment to upholding Te Tiriti o Waitangi.
- Culturally safe and capable with the knowledge and skills for supporting the identity, language, and cultural needs of whānau Māori.

- Credibility within the community.
- Knowledge, understanding, and experience of working with those whānau who most need support.
- Experience working in a collaborative team environment.
- Strong knowledge of IT is required.
- Confidence in the use and creation of social media content – Tik Tok, Instagram and Facebook.
- Drivers Licence, full and unrestricted, is essential.
- Able to recognise the different approaches to learning and able to respond to these.
- Able to build and maintain relationships with client whānau and with colleagues for the purpose of the mahi.
- Valuing Diversity/Others – Ability to work successfully with people of differing views and preferences, recognising and respecting differences.

Key competencies

- Whānau Focus – ability and desire to focus attention on meeting the needs of whānau
- Results-focused - can plan and organise workload to ensure role requirements are fulfilled
- Relationships - is committed to collegial relationships recognising and respecting difference
- Professionalism – represents the organisation favourably and delivers a high standard of work
- Commitment to the kaupapa of Te Puawaitanga ki Ōtautahi Trust and work according to organisation policies and procedures
- Quality Focus – Committed to achieving and maintaining quality standards which are relevant and positive for the organisation.
- Discretion – Maintains the strictest confidentiality with all information or intellectual property that affects the role and people.
- Committed to achieving and maintaining quality standards which are relevant and positive for the organisation.

Personal attributes

- Communication - able to communicate professionally, effectively, and honestly to a wide range of people. An understanding of what active listening involves
- Flexibility – the ability to adapt approach to fit with changing conditions, tasks, responsibilities, or people
- Respect - understand and value differences, treat every person with dignity, self-aware and able to manage one's own reactions, thoughts and feelings
- Integrity, reliability, and a genuine “can do” approach to challenges.
- Autonomy – takes ownership for work schedule/activities and makes decisions independently within the job remit.

Signed by:

(Name of position holder)

Date: