



*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:** Rapuora Kaiwhakapuawai / Vaccination & Primary Community Healthcare

**Reporting to:** Rapuora Clinical Lead / Rapuora Operations Service Lead / Rapuora Immunisation Co-ordinator

**Service:** Rapuora

---

### 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

Me aro koe ki te hā o Hineahuone

*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**

Rapuora Mobile Nursing services are delivered with aroha and manaakitanga by nurses and kaiwhakapuawai who have a whānau-centred approach to hauora and wellbeing.

Good information and a positive experience of the vaccination process is important to help build whānau, hapū and iwi confidence to engage in the vaccination process. This is also aimed at improving the experience for whānau Māori within the wider health system.

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

- To support our Kaupapa Māori health service to improve access to health services including national immunisation programmes such as childhood, hapū people, seasonal influenza and covid-19 immunisations.
- To work with individuals, whānau and the wider Rapuora health team to deliver primary and community health care services predominantly to Māori and other priority populations.
- Support Rapuora Team Leads with service deliverables.

---

### **Key Result Areas**

#### **1. Whānau Support and Advocacy to access the national immunisation programme and support to access primary community health care services.**

- 1.1. Promote and inform whānau about vaccines that are included in the work of the Rapuora Team.
- 1.2. Provide whānau with information on their options of where and when they can be vaccinated, including support with the booking procedure and any follow-up that may be required.
- 1.3. Support vaccination clinics (designated, pop-up, home visits and mobile) with manaakitanga and ensure whānau are comfortable and cared for while with our service.
- 1.4. Undertake tasks involved in vaccine delivery, such as cold chain, administration, and documentation into national and local patient management systems (PMS).
- 1.5. Support whānau understanding of vaccine programmes and processes and how to access them. Ensuring barriers to access are addressed.
- 1.6. Support whānau to navigate additional primary community healthcare services they may need and/or support other kaimahi working with these whānau to access the supports a whānau may need.

#### **2. Delivery and support of national immunisation programmes such as childhood, hapū people, covid-19 and seasonal influenza.**

- 2.2. Support the delivery of these programmes in a manner that is appropriate, respectful, and timely to whānau within a kaupapa Māori environment. This will include:
  - 2.2.1. Working with other services of Te Puawaitanga ki Ōtautahi and other external agencies to deliver vaccinations at home visits, at designated clinics, or in the community as required.
  - 2.2.2. Work within MOH - Te Whatu Ora regulations to gain qualified vaccinator status (as legislation permits and service need requires).

- 2.2.3. Work alongside other vaccination kaimahi to plan, organise and deliver vaccination.
- 2.2.4. Delivery of vaccinations will be culturally responsive: in the home, at designated clinics, or at pop-up community sites as required.
- 2.2.5. Ensure 'wrap around' care provided to client whānau accessing the clinics. Coordinate and connect to other services as and if required.
- 2.2.6. Undertake training up-dates required for the delivery of vaccination and primary community health care services.
- 2.2.7. Vaccine administration including cold chain requisites.
- 2.2.8. PMS documentation and recording.
- 2.2.9. PPE use as per recommendations and national guidelines if and when required.
- 2.2.10. Follow organisational and national policies in relation to vaccination programmes.

### **3. Project Co-ordination – vaccination, primary community health care and other projects as required.**

- 3.1. Support the development of plans, that will identify needs and systems required to provide the delivery of quality whānau centric vaccination and primary community health care services – primarily national immunisations such as childhood, hapū people, pakeke and kaumātua with chronic diseases that qualify for funded vaccinations, seasonal influenza and pandemic vaccination programmes such as covid-19.
- 3.2. Ensure our implementation plans are aligned with both national and local vaccination implementation plans.
- 3.3. Support the development of resources as required.
- 3.4. Utilise kaupapa Māori communication strategies to guide local communication activities.

### **4. Te Ao Māori**

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

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

- 5.1. Team Engagement
  - 5.1.1. 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.
  - 5.1.2. Engage within team reflection and any group supervision processes to support a continuous improvement kaupapa within the team and wider organisation.
  - 5.1.3. Work within the team to be a functioning and contributing team member.
  - 5.1.4. Work with the Rapuora team and other vaccination teams to ensure a smooth vaccination process for both kaimahi/staff and community.
  - 5.1.5. Participate constructively in team and organisation hui, which are held on a regular cycle.
  - 5.1.6. Support team and wider organisation initiatives such as Full House Hui, Wānanga, groups and other events as required.
  - 5.1.7. Work within the Trust's Code of Conduct, relevant procedures and policies, and any other relevant regulatory standards.

## **5.2. Community Engagement**

- 5.2.1. Develop strong and positive, professional working relationships with whānau, local community networks and local iwi.
- 5.2.2. Establish and maintain effective working relationships with local organisations and other health care providers to ensure your ability to provide ongoing support and advocacy for whānau.
- 5.2.3. Work in collaboration with other services, adhering to the Trust's policies regarding informed consent and safety.
- 5.2.4. Ensure the integrity of the Trust is maintained when representing the organisation, promoting our mission, philosophy, and values.
- 5.2.5. Work within the Trust's policies, procedures, and your position description.
- 5.2.6. Protect organisational and client confidentiality unless there is a risk to safety. Follow Trust policy and procedure in the event of a safety issue.

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

- 6.1. A key task is to meet reporting requirements and ensure that all your reporting is accurate.
- 6.2. Utilise and keep the outlook calendar up to date to ensure effective scheduling of appointments, and accountable practice.
- 6.3. Undertake administrative tasks specific to the vaccine roll out including pre-calling and recalling patients who are due vaccination. Ensure this is done in a culturally inclusive manner with whānau and other organisations we may be partnering with.
- 6.4. Undertake training in the use of the National Immunisation Register (NIR) and Covid Immunisation Register (CIR) and/or the newly developed Aotearoa Immunisation Register (AIR).
- 6.5. Complete all reporting requirements prior to scheduled deadlines.
- 6.6. Identification and analysis of unmet whānau needs together with team leader and other kaimahi working within Te Puawaitanga ki Ōtautahi Trust.

## **7. Professional Development**

- 7.1. Meet regularly with one of the Rapuora team leaders to discuss administrative, supportive and practice aspects of the role.
- 7.2. Participate in relevant professional learning and development activities, including the Trust's induction processes.
- 7.3. Participate in organisational individual performance reviews.
- 7.4. Participate in professional learning and development as required for the role, including health promotion knowledge, vaccination, how to deliver key messages effectively with client whānau, other team members and your own cultural knowledge.
- 7.5. Maintain annual CPR/anaphylaxis certification.

## **8. Health and Safety**

- 8.1. Promote a safe environment for all kaimahi, clients and visitors, and take individual responsibility for good workplace health and safety practices.
- 8.2. Be responsible for your own and others' health and safety at work.
- 8.3. Maintain a safe workplace and ensure that all equipment is always used and stored safely.

- 8.4. 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.
- 8.5. Be familiar and work with the Trust's Health and Safety policy and procedures.
- 8.6. 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.

## **9. Information Technology**

- 9.1. 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.
- 9.2. Be a skilled user of digital technology including visual communication software, social media platforms and website navigation.

## **10. Other Duties**

- 10.1 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.
- 10.2 Support special activities that the Trust undertakes or participates in.

---

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

- Experience working with Māori and within a kaupapa Māori environment.
- Vaccinating health workforce authorisation (CVUS/VHW or similar)
- Embedding whanaungatanga, awhi mai and awhi atu into our mahi
- Ability to be a flexible and adaptable team member.
- Embedding whanaungatanga, awhi mai and awhi atu into our mahi
- Experience working with whānau who present with complex needs.
- Experience in encouraging diverse communities.
- Understanding of current health priorities.
- Proven ability to work in a team environment and independently.
- Gain and maintain a sound understanding of all national immunisations.
- 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 whakatauki.
- 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.
- Natural relationship builder and can gain trust with the team, local community, and local Māori.
- Whānau centric – ability and desire to focus attention on meeting the needs of client whānau.
- Be well connected and passionate about making a difference in the Canterbury Māori community and willingness to go the extra mile for the benefit of whānau.
- Trust and Integrity – is personally aligned with the kaupapa of the Trust, operates honestly and openly.

- 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.
  - 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.
  - 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.
- 

**Signed by:**

---

(Name of position holder)

Date: