



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: Kaiwhakapuawai
Reports 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 well-being 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:

This role is for 30 hours per week and is required to work 12 Saturdays per year to support the facilitation of the Wahakura Wānanga and other Oranga Team kaupapa. The work of the Kaiwhakapuawai is guided by the Oranga Team Lead.

The Kaiwhakapuawai role works across the Oranga Team services, providing health promotion, education, and supports that strengthen whānau to achieve hauora (health and well-being), tino rangatiratanga, (autonomy, self-determination) and pae ora (healthy futures). This role supports the healthy development, safety, and hauora of ngā pēpi and tamariki. It also supports strong, healthy, empowered whānau, ensuring they are well informed about wider service options and the standard of care they can expect to receive.

Key Accountabilities/Tasks

1. Health Promotion

- 1.1. Work closely with Oranga Team kaimahi to ensure whānau have access to culturally safe programmes, service delivery, education, and resources.
- 1.2. Engage with whānau community to deliver key health promotion messages in the following areas:
 - 1.2.3. Ūkaipō (Breastfeeding)
 - 1.2.4. Sudden Unexpected Death in Infancy (SUDI) Prevention
 - 1.2.5. Wahakura Wānanga/distribution
 - 1.2.6 Smoking Cessation
 - 1.2.7 Tupuna/Kaupapa Māori Parenting
 - 1.2.8 Whānau Mai
 - 1.2.9 New team initiatives and or projects.

2. Reporting

- 2.1 Meet all reporting requirements, ensuring reporting is accurate and submitted on a weekly basis to the administration team.

3. Professional Development

- 3.1 Ongoing professional commitment to Cultural Safety
- 3.2 Undertake the relevant health promotion education.
- 3.3 Meet regularly with the team leader to discuss administrative, supportive, and practice aspects of the role.
- 3.4 Maintain currency of health promotion knowledge and how to deliver key messages effectively with whānau community.
- 3.5 Participate in organisational individual performance reviews.
- 3.6 Participate in professional learning and development opportunities as agreed with the team leader.

4. Relationships

- 4.1. Ensure trusting and respectful relationships are built with whānau and their communities.
- 4.2 Understand community services, and what is available for whānau. Build and maintain purposeful and respectful relationships with external stakeholders, so that the wider needs of client whānau can be met.
- 4.3 Work collaboratively with community initiatives and other services for the benefit of clients., breastfeeding support groups, parenting education, Tamariki Ora etc
- 4.4 Map the current services available in the community for Whānau Māori.
- 4.5 Ensure whānau can access the opportunities that are available in their community.

5. Team and Organisation Player

- 5.1. Support Te Puawaitanga initiatives such as Wahakura Wānanga, Whānau Mai, The Big Latch On, Te Rā Mokopuna, and other events
- 5.2 Support Te Puawaitanga to participate in community events such as health expo's, Aranui Affirm and Parenting Week activities.
- 5.3 Be a positive team player by being proactive and energetic across mahi

5.4 Participate constructively in team and organisation hui, which are held on a regular cycle.

6. Information Technology

6.1. Utilise agency Microsoft Office software e.g. Word, Outlook, Excel, TEAMS, PowerPoint, forms and if required Client Management Systems.

6.2 Undertake the required reporting procedures.

6.3 Content creation and management of content on Tiktok, Instagram, Facebook.

7. Health and Safety

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

7.1. Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015).

7.2 Promote and participate in health and safety, maintain a safe workplace, and 7.3 ensure that any safety equipment is always used correctly.

7.4 Implements organisational policies and procedures, legislation, and guidelines 7.5 across both organisations.

7.6 Ensure reports are filed for all incidents and near misses that involve yourself and/or your team/clients.

8. Te Ao Māori

8.1. Support our special nature as a kaupapa Māori organisation.

8.2. Commit to the Trust's cultural capability Strategy.

The key accountabilities of the role may change from time to time, so the organisation is able to adapt to changes in the business environment.

Preferred skills, experience, and qualifications

- A lived experience of Tikanga Māori, cultural values and beliefs that are important to Māori and their whānau.
- Commitment and/or experience to working in a whānau centric approach.
- Understanding and commitment to Te Tiriti o Waitangi
- Qualifications and/or experience in health promotion
- Experience working with Māori and within a kaupapa Māori environment.
- Proven ability to work within a team environment as well as confident to work independently.
- Excellent interpersonal and organisational skills
- Hold or work towards a Diploma in Childbirth Education.
- Current unrestricted driver's license.
- A strong interest in haputanga

Key competencies

- Whanau centric - ability and desire to focus attention on meeting the needs of client whanau
- Integrity - has a high work ethic combined with honesty and ability to achieve results
- Relational - commitment and ability to build purposeful communication with a range of people
- Professionalism - represents the organisation favourably and delivers on promises.

- Culturally wise - ability to work successfully with Māori and other ethnic groups
- Planning and Organisation – ability to work efficiently delivering work on time and to a high standard
- Valuing Diversity - the ability to work successfully with people of all views and preferences, recognising and respecting differences.
- Time Management - ability to effectively prioritise and execute tasks
- Flexibility - able to adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.

Signed by:

(Name of position holder)

Date: