



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: Primary Community Health Care Nurse

Reporting to: Rapuora Clinical Lead | Rapuora Operations Lead

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/wellbeing.

Evidence-based practice and a positive experience of the immunisation process is important to help build whānau, hapū and iwi confidence to engage hauora programmes. This is also aimed at improving the experience for whānau Māori within the wider health system and pivoting services to meet the needs of whānau.

This role will use all your primary health care nursing skills, giving you autonomy to meet the needs of whānau you are working with. Your priority focus will be as a key member of our outreach immunisation team, whilst you will also support the primary care and community nursing team. Primary Healthcare Nursing in this context is a combination of:

- Outreach immunisation nursing
- Practice nursing
- Community nursing

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 nursing services in homes, the community or from one of our primary care partner providers.
- To deliver and support national and regional immunisation programmes.
- To support nursing services as part of the Rapuora community nursing team who work with Māori in their homes and primary and community health care settings.
- This may include supporting whānau with medication management, nutrition and lifestyle advice, health promotion, self-management, and support navigating the health system.
- The Registered Nurse (RN) will operate in a manner that recognises and reflects Te Ao Māori values and beliefs and aligns with Te Puawaitanga ki Ōtautahi values.
- To contribute to the set up and delivery of any new health initiatives that may include working towards kaupapa Māori models of primary health care services.

Key Result Areas

1. Delivery and support of all immunisation programmes such as covid-19, seasonal influenza, hapū people, their whānau and childhood immunisations.

The Rapuora team supports the delivery of national immunisation programmes to whānau Māori. A key aspect of this role is to 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:

- 1.1 Being culturally responsive in all aspects of health services developed.
- 1.2 Delivery of immunisation services will be responsive: at designated clinics, pop-up clinics, in the community or in the home.
- 1.3 Working with wider Rapuora team members to set up and deliver national and regional immunisation programmes.
- 1.4 Working with other agencies to deliver national and regional immunisation programmes.

- 1.5 Assisting with the delivery of the seasonal vaccination programmes such as influenza to pakeke/adults, kaumātua and their whānau at relevant primary care, community events or at home.
- 1.6 Ensure 'wrap around' care provided to client whānau accessing immunisation and connect with other services if required.
- 1.7 Undertake the mandatory and clinical training and training up-dates required for vaccine delivery.
- 1.8 Vaccine administration including cold chain requisites.
- 1.9 Appropriate immunisation documentation, recording and reporting as developed and required as per our contracts.
- 1.10 Safe disposal of clinical waste.
- 1.11 Follow organisational and national policies in relation to vaccination programmes.

2. Health education and intervention

Support the development of a program of education, intervention, and support for client whānau of the Rapuora community nursing service that is delivered within a kaupapa Māori framework.

- 2.1 Work with the Rapuora immunisation team to plan, organise and prioritise group education topics.
- 2.2 Consult with client whānau of Rapuora for input and insight into their priorities for group intervention.
- 2.3 Liaise with community health groups and services, including Rongoā practitioners to support the program.
- 2.4 Support the provision of evidence-based practice.
- 2.5 Work closely with the Rapuora team to ensure safety and well-being of client whānau.
- 2.6 Support evaluation of the effectiveness of the health education or programme of work and develop and adapt, as necessary.
- 2.7 Seek feedback from client whānau.
- 2.8 Work with the Rapuora team and other Te Puawaitanga ki Ōtautahi kaimahi to identify areas of staff development for education sessions on specialty health topics.

3. Community Nursing Service - Rapuora

To support the Rapuora nursing service to provide community home visit nursing services that are appropriate, respectful, and timely to whānau within a kaupapa Māori environment. Te Puawaitanga ki Ōtautahi operates within a constantly changing environment, regarding technological advances, integration of kaupapa Māori research into practice, availability of data to develop service delivery. As such, this role must contribute to identifying and piloting new service developments and business opportunities as and if the need arises.

- 3.1 With client whānau undertake the following
 - Health needs assessment
 - Health management plan
 - Completion of tasks as per the plan
 - Review of progress/health outcomes
 - Advocating navigating the health system.
- 3.2 Facilitate early identification of health issues, by
 - Building a successful relationship with client, whānau and health system partners
 - Increasing whānau understanding of their condition with manaakitanga

- Improving access to care by navigating the health system
 - Supporting whānau to be able to self-manage their wellbeing.
- 3.3 Ensure all reporting is accurate and managed to specified timelines. This includes:
- Client files – both electronic and hard copy
 - Data activity sheets
 - Monthly and quarterly reporting requirements
 - Client exits and enrolments.
 - Working closely with the administration team

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

- 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.
- Engage within team reflection and any group supervision processes to support a continuous improvement kaupapa within the team and wider organisation.
- 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.
- Support team and wider organisation initiatives such as Full House Hui, Wānanga, groups and other events as required.
- Work within the Trust's Code of Conduct, relevant procedures and policies, and any other relevant regulatory standards.

5.2. Community Engagement

- Develop strong and positive relationships with local community networks and local iwi.
- Work in collaboration with other services, adhering to the Trust's policies regarding informed consent and safety.
- Ensure the integrity of the Trust is maintained when representing the organisation, promoting our mission, philosophy, and values.
- Work within the Trust's policies, procedures, and your position description.
- 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.

7. Professional Development

- 7.1. Participate in relevant professional learning and development activities, including the Trust's induction processes.
- 7.2. Maintain annual practicing certificate (APC).
- 7.3. Participate in organisational individual performance reviews.
- 7.4. Participate in supervision as determined with your line manager.
- 7.5. Actively reflect on practice, informally, in the team, and in supervision.

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

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
- 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
- A full unrestricted driver's licence
- Current first aid certificate (or working towards this)
- Authorised infant to adult vaccinator (including vastus lateralis)

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.
- 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:

(Name of position holder)

Date: