



## **JOB DESCRIPTION COVER SHEET**

**Kaimahi, Residential, Maiaorere**

### ***Ngati Hine Health Trust Vision Statement***

*“He toa kei te kokiri – hei hapai I te oranga o te iwi.”*

*“Through our combined strength and unity of purpose, the well-being and development of our people is assured.”*

### ***Ngati Hine Health Trust Mission Statement***

*The Ngati Hine Health Trust is a leader in the provision of innovative services which contribute to the holistic well-being of all people. We provide quality services that are whanau focused and that promote the social and economic advancement of whanau, hapu and iwi.*

### **Background:**

The Ngati Hine Health Trust is a Charitable Trust and has offices in Kawakawa and Whangarei. The Trust has served the Northland community for many years and is a major Northland employer delivering high quality health and disability, social, educational, youth and broadcasting services from Whangarei and throughout Northland.

**Maiaorere** is one of four clusters of the Ngati Hine Health trust responsible for:

- Home and Community Support
- Residential Services
- Support Living Services
- Kaumatua and Kuia Services

As a contracted Provider of Children Services (includes services for Vulnerable Adults), we have a legal requirement to have in place Child Protection Policies that support better identification of child abuse and neglect as per the Vulnerable Children’s Act 2014.

### **Te Tiriti o Waitangi:**

The Ngati Hine Health Trust requires all of its personnel to have knowledge of, and the implications of honouring, Te Tiriti o Waitangi. The Trust believe that the key to honouring Te Tiriti o Waitangi (the Treaty of Waitangi) lies in recognising the rights of Maori as the indigenous people of Aotearoa New Zealand. Those rights are confirmed by the Treaty. The values, beliefs and traditions of Maori as Whanau, Hapu and Iwi are fundamental to Maori identity and as such, should be respected and promoted without expectation of adaptation and/or assimilation into the dominant culture. Maori Tikanga is unique and a taonga to which, all present and future Maori are entitled. Maori health status and the ability of Maori to both contribute to and derive benefit from New Zealand society, is dependent upon healthy Maori personal and cultural identity.

All employees of the Trust are expected to uphold the Trust’s Vision, Mission and Te Tiriti Statements.

## JOB DESCRIPTION

### SECTION A:

**Position Description:** Kaimahi, Residential, Maiaorere

**Location of Office:** Moerewa and Whangarei

**Reports to:** Whanau Ora Team Leader Residential Support, Maiaorere

*Please note all applicants for this role will be required to agree to a Police Check of their personal history. A satisfactory Police check is a requirement for appointment to this role.*

### SECTION B:

#### Primary Purpose of the Role / Te Kaupapa O Te Mahi

The purpose of this role is to provide support to people living within our Residential services to enjoy an everyday life that encompasses personal growth and development, strengthens wellbeing and independence and promotes integration within the community.

#### Functional Relationships / Whakawhanaungatanga

**Internally:**

General Manager Maiaorere  
Chief Executive Officer, NHHT  
Kaiarahi (Supervisor) Maiaorere  
All other NHHT Staff  
Kaiawhina (Caregivers) Home Support

**Externally:**

Individuals utilizing Maiaorere Services  
Whanau, Hapu, Iwi  
Needs Assessment and Service Agencies  
Other Home Support and Disability Service Providers  
Maori Health Organisations

## SECTION C:

### Key Accountabilities of the Role and the Results Expected / Nga Ahua Nui O Te Mahi Me Nga Mea Ka Puta

- 1: Principle Duties & Responsibilities** (these are all subject to personal appraisal KRA's to be agreed)
- a. Be responsible to the House Leader and Operations Manager of Maiaorere services and be able to follow their instructions implicitly.
  - b. Assist in developing and implementing quality Lifestyle plans with individuals that accurately identify choice, abilities, talents, resources and goals of each individual.
  - c. Support individuals to realize their goals, dreams and aspirations through the Lifestyle Planning process.
  - d. Ensure individuals have control over their own lives and have opportunity to make informed choices and decisions.
  - e. Assist the House Leader and management of Maiaorere to develop and implement Service, Business and Strategic plans for the Residential services of Maiaorere.
  - f. Ensure that all agreed objectives as directed by the House Leader or management of Maiaorere are satisfactorily completed on time.
  - g. Contribute to the house meetings and any other meeting as required, in an active, co-operative, collaborative, energetic and professional manner.
  - h. Set a good example for peers, colleagues, and all observers of the Trust's activities.
  - i. Conduct oneself in a fully professional manner which constantly and positively reflects the nature of the role.
  - j. Ensure that the workplace is a safe environment through training, planning and ACC management.
  - k. Ensure that all work related tasks are performed efficiently and effectively at all times by providing timely, appropriate and safe services to individuals. This could include personal care, household chores, community activities and completion of all required documentation.
  - l. Ensure, when appropriate, that all financial responsibilities are carried out and performed with full due diligence and care and that all financial records, required by the Whanau Ora Team Leader Residential and SIL Services, comply with Ngati Hine Health Trust standards and are maintained fully and accurately at all times.

## **SECTION D:**

### **Knowledge And Experience Required / Te Matauranga Mo Te Turanga**

#### **1. Preferred Qualifications**

- a. Have or be working towards a Certificate in Health and Wellbeing - Level 2. Training will be provided,
- b. Hold a current First Aid Certificate

#### **2. Experience & Knowledge – evidence required**

- a. Has the ability and experience to work within a strong Maori cultural workplace and can display competence in the use and application of Maori cultural values and practices.
- b. Can participate constructively in planning, including the development of Lifestyle Plans, service objectives, other work plans and in the implementation of such plans.
- c. Has proven ability to effectively deal with complex issues/emergencies and seek appropriate support when required.
- d. Is able to meet the demands of rostered shift work
- e. Has a proven ability to work un-supervised.

#### **3. Technical Skills**

- a. Be computer literate with experience in the use of Microsoft Office applications.
- b. Be an excellent communicator, skilled in both written and oral expression.
- c. Hold a Full unencumbered New Zealand Drivers Licence.

## SECTION E:

### Personal Attributes Required / Taha Tangata Huanga

- a. **Nga Mea Maori**  
Comfortable in the use of and affinity with, Te Reo Maori, and Tikanga Maori, and confident in Te Ao Maori including social and community environments.
- b. **Traits**  
Avoids smoking tobacco and other substances and the abuse of alcohol or other drugs.
- c. **Time Management**  
Has excellent professional and personal time management standards.
- d. **Communication Skills**  
Able to communicate positively and effectively, including the presenting ideas, thoughts and arguments robustly.
- e. **Flexibility and Adaptability**  
Ability to respond appropriately to different situations, conditions, people and ideas.
- f. **Planning and Organising Skills**  
Plans in advance, sets targets, schedules and organises resources and monitors progress against plans.
- g. **Team Orientation**  
Works effectively with groups to achieve common goals and values working as part of a team and is happy to lead the team. Shares ideas, issues and tasks and acts in a cooperative manner with others.
- h. **Innovative Ability**  
Able to develop new working methods and introduce new ideas into work practice. Has originality of thought and is imaginative in work related ways.
- i. **Personal Initiative**  
Capable of acting outside conventional parameters and can initiate and implement new ideas and deal with issues confidently.
- j. **Accuracy and Methods**  
Focuses on details and regards details as important. Likes to be accurate and methodical in approaching problems.
- k. **Resilience**  
Copes well with pressure or unfavourable conditions. Stays calm and in control of emotions in intense, provocative or difficult situations. Always remains positive.

## **SUMMARY:**

The Kaimahi, Residential, Maiaorere shall be:

- \* Loyal to the Whanau Ora Team Leader, Operations Manager, GM of Maiaorere, The Chief Executive Officer and the Ngati Hine Health Trust
- \* A strong team player
- \* A good communicator
- \* Experienced in working with people.
- \* Competent in matters of Tikanga Maori.
- \* Capable of developing and implementing Individual and Service Plans
- \* Committed to working to the highest Worksafe Health & Safety standards.
- \* Committed to an organisational culture of Continuous Quality Improvement (CQI).