

POSITION DESCRIPTION

Position Title	Kaitūhono						
Service	Waiapu Kids Te Hapara Whānau Aroha Centre						
Location	Gisborne						
Reporting to	ECE Centre Manager						
Direct Reports	No direct reports.						
The Organisation	<p>Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, Hawke's Bay and Taranaki. We support tamariki, whānau, and communities with our family and community services, early childhood education centres, Whānau Aroha centres, grief counselling services and older people's programmes.</p> <p>Waiapu Kids Early Childhood Services provide quality early childhood education and care reflecting the service philosophy and organisational kaupapa and values.</p>						
Our Vision	<p>Te Oranga Ake – Flourishing Together.</p> <p>Our vision reflects our deep belief that true wellbeing is nurtured through strong relationships, shared purpose, and joyful connection. Whether through early childhood education, family and community services, support for older people or grief programmes, we walk alongside our communities to foster resilience, equity and hope.</p> <p>Together, we are growing a future where Aroha (love), Rongo (peace) and Hari (joy) are lived values – woven into every interaction, every service and every story.</p>						
Our Purpose	<p>Growing Te Oranga Ake o te Iwi o te Ao.</p> <p>To acknowledge, enhance, sustain and restore Te Oranga Ake o te Iwi o te Ao and the wellbeing of communities in the Diocese of Waiapu.</p>						
Values	<p>The values that drive our organisational culture and behaviour:</p> <table> <tr> <td>Aroha (Love)</td><td>A life grounded in love.</td></tr> <tr> <td>Rongo (Peace)</td><td>A life lived in peaceful relationship.</td></tr> <tr> <td>Hari (Joy)</td><td>A life lived with joy seeking to fulfil potential.</td></tr> </table>	Aroha (Love)	A life grounded in love.	Rongo (Peace)	A life lived in peaceful relationship.	Hari (Joy)	A life lived with joy seeking to fulfil potential.
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Position Summary	The aim of this position is to work in partnership with centre whānau to empower them to realise their aspirations and to enhance their relationship with the ECE centre. The Kaitūhono will work in collaboration with the Centre Manager and teaching team to build relationships and facilitate whānau engagement with the centre community and the wider community with a focus on Oranga Ake o te Ao o te Iwi. They will advocate for whānau and help them access support from relevant wrap around services where needed.	
Working Relationships	Internal Kaihautū Senior Leadership Team Operational Management Team HR Advisor Other Anglican Care Waiapu Staff Diocese Shared Service Staff Mihinare Parish staff Children, Parents, Caregivers and Whānau	External Community and Māori organisations and support services Government agencies such as WINZ Iwi and Hapu Schools
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		
KRA'S	EXPECTED OUTCOMES	
KEY RESULT AREA 1: Community Building	<ol style="list-style-type: none"> 1. Build and maintain trusted relationships with tamariki, whānau and community and support reciprocal relationships to be built with staff at the centre. 2. Work alongside the Centre Manager to build a centre community facilitating diverse opportunities for whānau to engage with the centre and each other 3. Support induction and transition of whānau and tamariki to centre 4. Be actively engaged with pick up and drop off times to ensure availability and visibility to whānau. 5. Build and maintain relationships with social services in the wider community, connect with appropriate organisations with the skill set to develop and support whānau and attend local community network meetings. 6. Support whānau to be connected to their local community. 7. Develop working relationship with local iwi. 8. Identify whānau interests, aspirations and needs to understand what kind of support may/may not be needed. 9. Empower centre whānau to have a solution focused approach recognising that they are experts in their own lives. 10. Maintain a welcoming environment in the whānau spaces. 11. Maintain appropriate professional boundaries and participate in regular supervision and professional development. 	
KEY RESULT AREA 2: Administration and reporting	<ol style="list-style-type: none"> 1. Securely maintain accurate records of work with whānau to support regular reporting using the ACW client database. 2. Provide reports as required. 3. Identify whānau entitlements, support or funded programs can be utilised. 4. Report any concerns immediately and meet regularly with centre manager. 5. Participate in the wider team including team meetings. 	

	<ol style="list-style-type: none"> 6. Support whānau engagement with Storypark and maintain an active role on Storypark. 7. Support whānau in completing necessary documentation e.g enrolment and WINZ forms. 8. Ensure consent for holding and sharing information is gained and stored securely within the ACW database.
<p>KEY RESULT AREA 3:</p> <p>Te oranga ake o te iwi: Supporting whānau to flourish</p>	<ol style="list-style-type: none"> 1. Meet with whānau and work with them to understand and achieve their goals and aspirations. 2. Encourage whānau to access wrap around services - including but not limited to: Parenting support, life skills, Health, Whānau safety, Housing, Finance. 3. Support whānau to be actively involved in their children's learning and development. 4. Support teachers in partnering with whānau so they are given the opportunity and tools to take a lead and have a voice regarding their whānau and children. 5. Develop strategies that support access to ECE and consistent attendance. 6. Be an advocate for whānau. 7. Be aware of potential risk and escalate potential risks to the centre manager or the appropriate organisation. 8. Encourage whānau to lead or participate in planning informal and formal whānau functions/celebrations within the centre. 9. Promoting Oranga Ake o te iwi into all aspects of practice encapsulating Aroha, Rongo and Hari. 10. Encouraging whānau to connect with whakapapa – and cultural identity 11. Organising learning opportunities that support whānau to flourish. 12. Arranging access to key services such as: Public Health Nurse, Tamariki Ora provider, before school checks, immunisations, dental etc.
<p>KEY RESULT AREA 4:</p> <p>Health and Safety</p> <p>To promote the well-being and safety of children, whānau, staff and visitors through compliance with internal and external policies, procedures and regulatory requirements</p>	<ol style="list-style-type: none"> 1. Promote and demonstrate a safety-first culture. 2. Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others 3. Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such the <i>Health and Safety in Employment Act</i>. 4. Participate actively in health & safety processes at the site. 5. Consistently identify prospective and current hazards and minimize/eliminate risk factors. 6. Report all incidents and accidents as soon as practicable (including near misses) 7. Maintain an awareness of, and mitigate, safety and risk in the environment, ensuring safe supervision of all play areas is maintained and reporting any concerns related to health and safety to the manager in a timely way. 8. Ensure an environment where people feel secure, comfortable and confident, monitoring and addressing behaviour as needed employing positive guidance strategies and supporting social competence. 9. Maintain familiarity with the organisation's Child Protection Policy and Procedures and ensure any child protection concerns are dealt with promptly as per the procedures. 10. Understand and be aware of cultural considerations which may impact on health and safety matters.

KEY RESULT AREA 5: Organisational expectations	<ol style="list-style-type: none"> 1. Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures. 2. Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values. 3. Complete any administrative duties relevant to the role 4. Flexibility and willingness to perform a variety of tasks is demonstrated 5. Ensure work priorities, personal workload and stress levels are managed. 6. Attendance at meetings and training as required 7. Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required. 8. Have a thorough awareness of policies and procedures and the integration into day-to-day practices. 9. Comply with Anglican Care Waiapu's Policies, procedures, processes, and internal controls. 10. Perform other duties that arise from time to time as required.
ROLE REQUIREMENTS	
QUALIFICATIONS / REGISTRATION	<p>Essential</p> <ul style="list-style-type: none"> • Full Licence <p>Desirable</p> <ul style="list-style-type: none"> • Trauma Informed Training • Related tertiary qualification • First Aid
EXPERIENCE, SKILLS AND KNOWLEDGE	<p>Experience</p> <ul style="list-style-type: none"> • Experience working with children and their whānau • Experience of accessing additional services e.g. Drug and Alcohol counsellor <p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of community services and organisations • Understanding of dynamics of family violence • Understanding of professional boundaries • Time management and organisational skills • Record keeping and ability to use client databases • Enthusiasm, energy and a focus on working with young children in an ever-changing environment • Good understanding of Te Reo & Tikanga Māori and willingness to grow in this area • Understanding of tea o Māori and a commitment to Te Tiriti o Waitangi • Ability to actively build and sustain relationships with teams, children and whānau • An affinity with the Anglican church and its mission • Computer literacy including Microsoft office.
Declaration: This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.	

Date Effective			
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature		Date	