



Appendix A

Job Description

MĀORI HEALTH PROMOTER

Kaimahi Ingoa	
Mahi Whānau	Kōrure Whānau
Direct Report	Delegated Direct Report
Delegated Authority	Refer to Delegated Authority Policy for the relevant position.

Kōrure Whānau - “Ensuring that whānau are at the heart of what we do”.

Here at Te Whānau o Waipareira (TWOW) our frontline integrated services team are known as ‘Kōrure Whānau, - transforming whānau. Working with whānau in the West Auckland community, Kōrure Whānau kaimahi support whānau to achieve their self-determined aspirations and wellbeing, by providing integrated services that wrap around our whānau in the social, health, education, and justice areas.



Mangopare

The logo above has been based on the Mangopare shape, a shape that is a depiction shape, a shape that is a depiction of the hammerhead shark. Traditionally the hammerhead shark was thought to be the strongest of all the sharks, with its unique body make up, Māori saw it as a Kaitiaki over some of the east coast iwi. Mangopare is the universal Māori symbol of strength.

In this design the strength we talk about is the complete strength over te whare tapa whā – the four areas of health. Body, Mind, Family and Spirit. These values were the building blocks to the Kōrure Whānau when it was being developed into the 5 Outcome domains, so this design pays tribute to the humble beginnings and the strength that Kōrure Whānau has going forward.

The design at the bottom has 5 Haehae (lacerations) on the wings of the design, haehae was used to mark the body as not to forget, these notches directly represent the 5 outcome values on one side, and the māramatanga of each one on the other side.

1. Purpose of the Position:

Māori Health Advisor works to impact positively on the wellbeing of Whānau by working with the community to develop policies in the areas of Tobacco Control, Alcohol and Other Drug Harm, Nutrition and Physical Activity. You will be tasked with building resilience within the community and facilitating the opportunity for champions to be identified, who can advocate for better health outcomes across Waitakere. You will be promoting the importance of a healthy diet, regular physical activity, smoke-free Whānau and healthy lifestyles to Māori communities by designing, developing, and delivering community health events and health promotion activities. Also working on written and oral submissions on policy and legislation to local and central government to influence decision makers in achieving equitable health outcomes for Māori.

2. Position Responsibilities:

Key Areas of Responsibility	Key Accountabilities	Key Performance Measures
<p>Community Based Support</p>	<ul style="list-style-type: none"> • Develop submissions which promote Māori public health. • Plan public health services, both internally and externally. • Deliver activities in key kaupapa Māori health promotion and public health strategies (e.g. Smoke Free, Reducing alcohol and Drug use, Well child 0-5yrs). • Ensure kaupapa Māori Health promotion strategies are understood and implemented. • Review and continue implementation of the research strategy. • Undertake evaluation of health promotion activities within the three programmes of 	<ul style="list-style-type: none"> • Direct Report feedback. • Kaimahi and Whānau feedback • Safe, efficient, and accountable delivery of Health Promotion services and activities. • Informed Māori who are able to build on their own and their Whanau strengths for the health and wellbeing of themselves and their whanau. • Promotion of integrated service delivery aligned to a Whanau Tahi/Whanau Ora framework. • Increased awareness amongst Māori of Whanau Ora, achieved through actions that contribute to whanau wellbeing in the health, social, education and economic settings •

Key Areas of Responsibility	Key Accountabilities	Key Performance Measures
	<p>Thei Mauri Ora, Kia Maarie and Koiora Taohi.</p> <ul style="list-style-type: none"> • Develop policies to create a smoke-free environment, reducing demand for tobacco, protecting children from exposure to tobacco and increase successful quitting. • Support implementation of drug and alcohol policies in territorial Local authorities and make submissions to local and central government. • Encourage development of appropriate support systems for youth, including youth development initiatives. • Mobilise resources so that communities and whanau are supported to facilitate their own learning and action-based responses. • Increase community awareness and knowledge about the negative effect that drug and alcohol have on the individual and whanau, hapu and iwi. • Implement smoke free, fizz free, physical activity and healthy eating policies at sporting events, workplaces and in kohanga, kura and marae. 	

Key Areas of Responsibility	Key Accountabilities	Key Performance Measures
	<ul style="list-style-type: none"> • Develop policies encouraging regular teeth brushing and dental check-ups to prevent decay and future dental issues. • Increase awareness of the significance of immunisation and knowledge of access to immunisation. • Organise health promotion days for the community to gain access to awareness to Health promotion 	
Administration	<ul style="list-style-type: none"> • The rōpū consistently maintains accurate documentation pertaining to the provision of organisational responsibilities. • The rōpū consistently maintains a high standard of administration services. 	<ul style="list-style-type: none"> • Direct Report feedback. • Upholding values of Te Kauhau Ora. • A high level of administrative service is maintained across the rōpū.
Ad-Hoc & Other Duties	<ul style="list-style-type: none"> • Suggest areas for improvement in internal processes along with possible solutions. • Ensure confidentiality is always maintained. • Maintain acceptable productivity levels and adhere to Company Policies, procedures, and legislation. • Contribute to the development and the ultimate success of the Company. • This job description is not exhaustive and kaimahi may be required to undertake other duties from time to time, which may not be included in this job description. 	<ul style="list-style-type: none"> • Direct Report feedback. • Upholding values of Te Kauhau Ora.

Key Areas of Responsibility	Key Accountabilities	Key Performance Measures
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3. Te Whānau o Waipareira Responsibilities:

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
<p>Whānaungatanga</p> <p><i>Relationship Building</i></p>	<ul style="list-style-type: none"> • Providing and maintain meaningful relationships with Whānau, staff and throughout the community. • Ensure all mahi is underpinned by a Whānau Ora philosophy and approach. • Ensuring opportunities and networks with all stakeholders are maximised. 	<ul style="list-style-type: none"> • Build a trusting, working relationship with whānau in order to understand whānau needs and aspirations. • Build harmonious working relationships and establish trust with kamahi, services, communities, and other external contacts. 	<ul style="list-style-type: none"> • Direct Report feedback. • Upholding values of Te Kauhau Ora. • Whānau, kaimahi, & community feedback. • Relationships built and evidenced with whānau & external stakeholders. • Mataora Snapshot, Whānau enrolment, consents and documentation are completed and filed and entered into the client management system/Whānau Tahī.
<p>Kawa</p> <p><i>The Waipareira Way</i></p>	<ul style="list-style-type: none"> • Commitment to conduct ourselves with dignity and humility and value always all Whānau. • Cherish & Respect our diverse and rich tribal and ethnic backgrounds. 	<ul style="list-style-type: none"> • Ability and commitment to treat and uplift our most vulnerable Whānau members of the community. • Practice Whakarite Mana in the workplace: 	<ul style="list-style-type: none"> • Direct Report feedback. • Upholding values of Te Kauhau Ora. • Reporting and documentation of risks is adhered to. • Timely reporting and safe practices are followed.

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
	<ul style="list-style-type: none"> Commitment to upholding all Waipareira Policies, Procedures, Practices and Values in order to measure ourselves and uplift all Whānau. 	<ul style="list-style-type: none"> Adhere to role description & service specifications. Ability to work within your scope of practice, as well as providing support to other area where able. Comply with workplace policies and procedures on privacy and safe work conditions. 	<ul style="list-style-type: none"> Information is recorded accurately and promptly in Whānau Tahī and in accordance with policies and procedures. Demonstrate understanding of contractual specifications, reportage requirements and the required outcomes of all specific service contracts. Demonstrate a good understanding and application of relevant legislation specific to areas of responsibility.
<p>Wairuatanga</p> <p><i>Protection of Spiritual Beliefs, Health, & Wellbeing</i></p>	<ul style="list-style-type: none"> Ensure service delivery and support is culturally and spiritually appropriate. Ensure service delivery and support is physically and emotionally safe. Respecting and recognising others unique spirituality, faith, beliefs, and religion and allowing opportunities for people to practise their beliefs and values. 	<ul style="list-style-type: none"> Ensuring equality by upholding the rights of whānau to access services so that they can achieve overall health and wellbeing outcomes. Acknowledge the right of whānau and their spiritual beliefs, health and overall wellbeing and work together with our Whānau to protect and improve it. 	<ul style="list-style-type: none"> Direct Report feedback. Whānau, kaimahi, & community feedback. Upholding values of Te Kauhau Ora. Demonstrate good record keeping i.e., all documentation is kept up to date, recording all relevant details pertaining to interactions with clients and whānau.

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
	<ul style="list-style-type: none"> Valuing, acknowledging, and protecting a person's standing in the community and their status in their whānau, hapū and iwi. 	<ul style="list-style-type: none"> Acknowledge a person's spiritual beliefs and practices (if applicable) in their personal plans. Ensure whānau have access to and/or support from chaplains, tohunga or kaumātua where necessary. 	<ul style="list-style-type: none"> Demonstrate ability to utilise internal and external networks to access kaumātua, spiritual advisors or others pertinent to whānau beliefs and wellbeing.
<p>Te Reo Māori & Tikanga</p> <p><i>Communication & Inclusion of Workplace Māoritanga</i></p>	<ul style="list-style-type: none"> Communicate and engage with a positive, culturally appropriate approach with all internal services and external stakeholders. Embrace and undertake cultural obligations and activities within the workplace in line with Te Ao Māori. 	<ul style="list-style-type: none"> Acknowledge cultural protocols and protecting whānau rights to follow them. Communicate safely and sensitively during everyday interactions with kaimahi, whānau, communities and other external contacts. Participation in karakia, waiata and other cultural development (as required). 	<ul style="list-style-type: none"> Direct Report feedback. Whānau, kaimahi, & community feedback. Upholding values of Te Kauhau Ora. Cultural opportunities for Māoritanga are proactively identified and practised in service delivery, as well as within the organisation, wherever relevant and able. Demonstrate understanding of tikanga and mātauranga Māori whenever appropriate.
<p>Aroha</p> <p><i>To Work With & For Others</i></p>	<ul style="list-style-type: none"> Perform all duties in a professional, empathetic and caring manner while demonstrating the highest Apply a positive, solution focused approach to 	<ul style="list-style-type: none"> Be responsive to whānau needs, goals and immediate circumstances Adjust approach and support for whānau as needed. 	<ul style="list-style-type: none"> Direct Report feedback. Whānau, kaimahi, & community feedback. Upholding values of Te Kauhau Ora.

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
	<p>adversity and challenging situations; utilise multiple techniques to achieve effective performance; display adaptability in the face of changing circumstances.</p>	<ul style="list-style-type: none"> Form lasting relationships with kaimahi, whānau, communities and other external contacts. 	<ul style="list-style-type: none"> Demonstrate ability to understand and apply appropriate ways of consulting with and working with whānau. Demonstrate ability to advocate and adjust priorities according to Whānau needs.
<p>Kotahitanga <i>Teamwork</i></p>	<ul style="list-style-type: none"> Work co-operatively with others in a proactive manner to achieve results. Be flexible to provide support to other kaimahi, while striving to exceed whānau expectations. Establish and maintain effective working relationships with kaimahi, whānau, communities and other external contacts. 	<ul style="list-style-type: none"> Work with whānau to develop a whānau plan that helps identify their goals and aspirations, as well as potential courses of action with timeframes. Support whānau to achieve their outcomes. Support other kaimahi, where able, to achieve their outcomes. 	<ul style="list-style-type: none"> Direct Report feedback. Whānau, kaimahi, & community feedback. Upholding values of Te Kauhau Ora. Attending hui, forums, public meetings, conferences, agency meetings and forums where required to support and advocate on behalf of whānau. Demonstrate ability to develop, monitor and adjust Whānau Plans according to their needs.

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
<p>Manaakitanga</p> <p><i>Continuous Care & Support</i></p>	<ul style="list-style-type: none"> • Opportunities for staff to participate in training and education about cultural safety and awareness. This ensures that people are valued and respected regardless of age, gender, religion, ethnicity, or sexual orientation. • Making other kaimahi new to the whānau feel valued and welcome in the workplace. • Continuous reflection on practice and seeking to improve & continually deliver excellent service. 	<ul style="list-style-type: none"> • Respect and recognise the rights of all others. • Display quality and integrity in your work at all times. • Support and advocate for the whānau and their family in a professional manner. 	<ul style="list-style-type: none"> • Direct Report feedback. • Whānau, kaimahi, & community feedback. • Upholding values of Te Kauhau Ora. • Display co-operative and inclusive practice alongside internal and external stakeholders to ensure that collaborative support for whānau occurs. • Understand and apply appropriate ways of consulting with and working with others.

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
<p>Tautoko</p> <p><i>Realizing Potential</i></p>	<ul style="list-style-type: none"> Empowering others and whānau to make decisions that best benefit them holistically by ensuring that their values are supported and respected. Demonstrate the importance through the commitment to further professional learning and development. Develop skills pertaining to the job role through training and/or educational courses. 	<ul style="list-style-type: none"> Ensure to undertake Professional Development sessions and further training, as agreed with Direct Report. Provide motivation and positive, holistic support to whānau which ensures their values are supported and their social, spiritual, and emotional needs are met. 	<ul style="list-style-type: none"> Direct Report feedback. Upholding values of Te Kauhau Ora. Successful training, educational courses are completed for self-development. Ensuring enhanced opportunities for whānau are proactively identified and made available for whānau.
<p>Whakapapa</p> <p><i>Framework that Establishes our Place in the World</i></p>	<ul style="list-style-type: none"> Recognising and respecting whānau cultural identity and identifying what is culturally important to them. Ensuring cultural considerations are included in company policies and procedures. Establishing a positive and supportive relationship with the wider whānau, including them in decision making. 	<ul style="list-style-type: none"> Recognise, respect and value whānau cultural identity at all times. Display an understanding of the importance of family, whānau links and relationships. Practice an understanding of the importance of connections and ancestry when developing relationships. Ensure whānau have access to the right/support services 	<ul style="list-style-type: none"> Direct Report feedback. Whānau, kaimahi, & community feedback. Upholding values of Te Kauhau Ora. Evidence's regular reporting on the volume, quality, and impact of services on whānau and their experience. Provides and accesses Whānau Ora-centric support that improves whānau experience of wellbeing and increases their resilience to

Te Kauhau Ora	Organisation Responsibilities	Position Responsibilities	Key Performance Measures
		<p>and support them to achieve their outcomes.</p> <ul style="list-style-type: none"> • Link whānau to integrated internal and external wrap-around services. • Ensure that client & whānau are included in developing their own assessments, goal setting, decision-making and planning of personal plans. 	<p>better manage their place in the world.</p> <ul style="list-style-type: none"> • Ensure cultural differences are acknowledged by respecting spiritual beliefs, cultural practices, and lifestyle choices of all people.
<p>Pōhiri <i>Inclusion and equality</i></p>	<ul style="list-style-type: none"> • To always rejoice in our Māoritanga through welcoming and embracing all others. • Commitment to equality of opportunity, to equity & fairness in all aspects of our practice. 	<ul style="list-style-type: none"> • Always be guided by our Whakataukī <i>“Kōkiritia i roto i te kotahitanga - Progressively act in Unity”</i> • Behave in ways that ensure all others feel valued, respected, important and welcomed. 	<ul style="list-style-type: none"> • Direct Report feedback. • Whānau, kaimahi, & community feedback. • Upholding values of Te Kauhau Ora. • Demonstrate an ongoing understanding and the implementation of Māori values with respect to “Waipareiratanga”.

4. Position Specifications:

- A commitment/understanding to Te Reo me ngā Tikanga Māori;
- A holistic approach to health and the wellbeing of māori;
- Knowledge of the Treaty of Waitangi;
- Evaluation skills, for assessing how effective the initiatives are working
- Some understanding or a passion to learn about Public Health and Population Health;
- An interest in policy and research to inform community solutions and health outcomes;
- Demonstrated facilitation, planning and coordination experience;
- Demonstrated knowledge of community and service networks in the Waitākere region;
- Experienced in kaupapa Māori approaches and an empathy for own and other cultures;
- Familiar with the Whānau Ora outcomes framework (preferred);
- A demonstrated and proven experience of working with whānau;
- High level of energy, innovation, self-motivation and enthusiasm, and excellent interpersonal skills;
- Competent using Microsoft office suite and other applications relevant to the role such as client management systems;
- Proven IT skills that support case management is essential;
- A full driver's licence is essential;
- High level of report writing and developed analytical skills are desirable

5. Position Relationships:

Direct Report:

- This position reports to the delegated Team Leader.

Internal Relationships:

- This position has direct internal relationships with all internal kaimahi.

External Relationships:

- This position has direct external relationships as instructed by a delegated authority.

6. Position Accountabilities:

Key accountabilities pertaining to service delivery:

- The kaimahi is accountable for the successful, integrated delivery of services as outlined above.
- The kaimahi is also responsible for ensuring that contractual obligations are fulfilled.
- The Contract Service specifications forms part of this Job Description.

SIGNATURES REQUIRED

Kaimahi Ingoa	
Signature	
Date	