

# Position Description

## Kaimanaaki Practice Lead

**Reports to** Lead - Service Improvement & Development

**Service/Team** Service Improvement & Development

### About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We do this in partnership with Tāngata Whai Ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest, to feel hopeful about their future and to have meaningful relationships with friends and whānau.

### Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia,  
Tuia te muka tangata ki te pou tokomanawa  
Ka tū mana motuhake; Ka noho herekore i ngā waranga me ngā wero nui o te ao

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol, and other addiction challenges

### Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare tumanako me ngā wāhi haumaruru e puta ai ngā mea angitu ki te whakaaroaro; ki te ako, ki te here anō hoki te muka tangata, kia puta ai tātou ki te wheiao ki te ao mārama

We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future

### Ngā Poupou | Our Pillars

**Tika** | Trust

**Pono** | Honesty

**Kaitiaki** | Responsibility

**Manaaki** | Concern

**Aroha** | Love

## Position Purpose

- The Kaimanaaki Practice Lead has been created to support the alignment of Māori knowledge with evidence-based addiction treatment.
- To build Māori cultural competency with Odyssey kaimahi and supporting them to deliver culturally appropriate care and support.
- Functions of the role include group facilitation, staff mentoring, training and support, developing and monitoring Māori models of care and practice.

## Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p><b>Kaimanaaki Practice Lead role specific</b></p> <ul style="list-style-type: none"> <li>• Design, develop and align Māori cultural content into Odyssey evidence based clinical programmes.</li> <li>• Design, develop, and manage evaluation tools and techniques in collaboration with Odyssey Knowledge Management team, to measure outcomes in regard to the delivery and effectiveness of the Māori cultural content</li> <li>• Co-facilitate and support the delivery of Māori cultural content in group and individual settings within Odyssey services.</li> <li>• Facilitation of specific Māori cultural content training as required across Odyssey services and programmes</li> <li>• Presentations are delivered on Odyssey’s aligned Māori cultural practice to key external stakeholders including but not limited to Māori Health providers and Māori AoD networks</li> <li>• Provision of qualitative and quantitative reporting and updates to ELT, Operations and Clinical Manager groups on the current progress of the aligned Māori cultural content and practice including projected changes and possible areas of innovation.</li> </ul>	<ul style="list-style-type: none"> <li>• Māori cultural content is reviewed and signed off by Senior Leadership and meets Tāngata Whai Ora and individual service requirements</li> <li>• Comprehensive evaluation model and process developed and implemented. Reviewed and signed off by Senior Leadership</li> <li>• Tāngata Whai Ora groups implemented (in conjunction with Cultural Team and individual services). Feedback from Tāngata Whai Ora, Senior Leadership and services is positive regarding the facilitation and content delivered. Content and delivery meet the needs of Tāngata Whai Ora, whanau and services.</li> <li>• Employee training implemented (in conjunction with Cultural Team and People &amp; Capabilities).</li> <li>• Training feedback from attendees, and Senior Leadership is positive regarding presentation and content.</li> <li>• Key external stakeholders are informed and kept up to date with the aligned Māori cultural practice initiatives to understand Odyssey’s intent to develop, monitor and evaluate aligned Māori models of cultural care and practice.</li> </ul>

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> <li>• Write Tāngata Whai Ora or Rangatahi clinical case notes and reviews, and input into the Odyssey client database (HCC).</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Identify and act on any potential risks to self or others, including Tāngata Whai Ora, whānau and other employees</li> <li>• Be familiar with and abide by the organisation’s health and safety policies and reporting procedures, ensuring others do the same as required</li> <li>• Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these.</li> </ul> <p><b>Te Tiriti o Waitangi</b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of the Te Tiriti o Waitangi and its application in this role</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Be proactive in own professional development.</li> <li>• Attend relevant organisational training as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are thorough, accurate and meet all internal and external reporting requirements. Managers are kept regularly updated with information and updates on aligned Māori cultural practice across all programmes</li> <li>• HCC information is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements; HCC case reviews are kept up to date</li> <li>• Risks (including Health and Safety, compliance, and maintenance) are identified and reported</li> <li>• Plans are put in place to resolve and/or mitigate potential problems as required</li> <li>• Issues are escalated to relevant manager as required</li> <li>• Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant</li> <li>• Follows correct protocols when using safety equipment</li> <li>• Workplace hazards are identified, and plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority</li> </ul> <p>Actions show knowledge and ability to apply the principles of Te Tiriti in the delivery of role</p> <ul style="list-style-type: none"> <li>• Has an individual development plan which is implemented</li> <li>• Attends organisational training required for role</li> </ul>

Area of Responsibility	Performance Measures
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Attend and contribute actively to team meetings</li> <li>Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role.</li> </ul>	<ul style="list-style-type: none"> <li>Regular attendance at team meetings and makes useful contributions</li> <li>Work is undertaken and completed. Commitment and flexibility are demonstrated.</li> </ul>

### Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>Cultural Team</li> <li>Senior Leadership</li> <li>Clinical Managers</li> <li>Practitioners</li> <li>Advanced Practitioners</li> <li>Operations Managers</li> <li>People and Capabilities</li> <li>Data Analysis Team</li> <li>Odyssey staff</li> </ul>	<ul style="list-style-type: none"> <li>Iwi/hapū</li> <li>Whānau</li> <li>Ngā Wānanga Māori</li> <li>Māori Health providers</li> <li>Māori AoD networks</li> </ul>

## Person Specification

### Qualifications, Knowledge and Experience

- Minimum qualification - Level 6 diploma in AOD / Social Services / Health
- Practical experience of working in the addictions and/or mental health or other social sector agencies, in a cultural capacity or similar
- Experience and expertise in using Microsoft suite applications
- Understanding of and interest in Odyssey's work
- Full Current New Zealand driver's licence

### Skills and Abilities

- Confident tikanga Māori
- Good understanding of te reo Māori
- Robust knowledge of Māori health models
- Competent Mental Health and Addiction clinical practice
- Group and individual facilitation skills
- Strong interpersonal skills
- Ability to establish and maintain effective relationships with a range of stakeholders
- Ability to work under pressure, complete work on time and to a high standard
- Ability to prioritise and work with limited supervision
- Demonstrated cultural sensitivity and rainbow diversity awareness
- Willingness to consider other viewpoints/ sources of information and adjust decisions as appropriate
- Positive attitude and self-motivated
- Ability to take initiative and adapt to changing circumstances
- Ability to show discretion and tact
- High regard for confidentiality and security, including client information
- Ability to deal with conflict and defuse challenging situations
- Fluency in English and strong communication skills
- Good IT/word-processing skills
- Ability to acknowledge own limitations and be proactive on own self-development

## Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

<b>Tika   Trust</b>	Reliable and shows great integrity
<b>Pono   Honesty</b>	Transparency and openness underpin all actions
<b>Kaitiaki   Responsibility</b>	Achieves and surpasses goals
<b>Manaaki   Concern</b>	Empathic and interested in the wellbeing of others
<b>Aroha   Love</b>	Genuinely collaborative, supportive, and able to work as part of a close-knit team, including with Tāngata Whai Ora and whānau

## ‘Let’s Get Real’ Skills

<b>Skill</b>	<b>Description</b>	<b>Competency Level (Enhanced)</b>
<b>Working with people experiencing mental health and addictions</b>	Is supportive of employees and Tāngata Whai Ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> <li>Builds and sustains trusting relationships with people accessing services. Works to support people to have hope for their recovery and wellbeing</li> </ul>
<b>Working with Māori</b>	Contributes to oranga and whānau ora for Maori employees and Māori Tāngata Whai Ora with mental health and addiction needs	<ul style="list-style-type: none"> <li>Works to ensure whānau Māori can communicate in ways that work for them</li> <li>Demonstrates understanding that Māori people may use metaphors to describe their experiences Supports and participates in tikanga Māori practices, as consistent with the preferences of the whānau</li> <li>Supports whānau Māori to access Māori-responsive services and have access to kaumātua, kaimahi Māori and cultural interventions (eg, assessment, therapy)</li> </ul>
<b>Working with whānau</b>	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> <li>Models effective whānau engagement</li> <li>Explains to whānau their choices and options for involvement and support. Works alongside and in partnership with whānau in a manner that values their strengths and expertise, and fosters and promotes recovery and wellbeing</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensures whānau have access to relevant information, education and resources about wellbeing, mental health and addiction</li> <li>• Facilitates whānau inclusion in a person's recovery and wellbeing plans</li> <li>• Facilitates whānau meetings that build support and understanding between whānau members</li> <li>• Provides support or therapy to whānau, or refers them to appropriate services and groups Collaborates with whānau services and others across all sectors to support whānau</li> </ul>
<b>Working within communities</b>	Recognises that people and whānau who experience mental health and addictions needs, are part of communities	<ul style="list-style-type: none"> <li>• Contributes to communities to enhance their capacity to support the wellbeing of all people</li> <li>• Works with people accessing services to support their access to good housing, education, employment, financial resources, and community participation</li> <li>• Demonstrates knowledge of evidence-based approaches to enhancing community connection, social inclusion and access to housing, education, and employment</li> <li>• Supports people to develop and maintain positive relationships and positive roles with their communities</li> <li>• Demonstrates a comprehensive knowledge of community groups, services and resources Forms effective working relationships with key community groups and services</li> </ul>
<b>Challenging discrimination</b>	Challenges discrimination, & provides/ promotes a valued place for employees and Tāngata Whai Ora with mental health & addiction needs	<ul style="list-style-type: none"> <li>• Promotes and models social inclusion and advocates for the elimination of discrimination relating to mental health and addiction</li> <li>• Supports self-advocacy for people with experience of mental health and addiction needs</li> <li>• Educates and supports others to recognise and address discrimination Promotes the positive aspects of working in mental health and addiction treatment services to external groups</li> </ul>
<b>Applying law, policy and standards</b>	Implements legislation, regulations, standards, codes, and policies relevant to their role	<ul style="list-style-type: none"> <li>• Informs and educates others about standards of practice that recognise the significance of Te Reo Māori, Te Ao Māori and Māori models of practice</li> <li>• Applies legislation, regulations, standards, codes, and policies in a way that protects and enhances the mana of people and whānau accessing services</li> </ul>

		<ul style="list-style-type: none"> <li>• Informs and educates others to understand and adhere to legislation, regulations, standards, codes, and policies</li> </ul>
<p><b>Maintaining professional &amp; personal development</b></p>	<p>Participates in life-long learning, &amp; personal and professional development, reflecting on &amp; seeking ways to improve self/team/service</p>	<ul style="list-style-type: none"> <li>• Supports colleagues (including students) to achieve professional development goals and meet challenges</li> <li>• Models values-informed practice</li> <li>• Keeps up to date with best practice and participates in lifelong learning</li> <li>• Engages in ongoing professional development to ensure cultural responsiveness to the community</li> </ul>