

# RAUKAWA CHARITABLE TRUST (RCT)

## Position Description

|  |   |                 |                 |  |   |
|--|---|-----------------|-----------------|--|---|
| <b>POSITION TITLE</b>  | Kaiārahi – Whānau Lifestyle   |                 |                 |  |   |
| <b>LOCATION</b>  | Raukawa Takiwā - South Waikato, Te Awamutu, Cambridge, Matamata, and surrounds  |                 |                 |  |   |
| <b>REPORTS TO</b>  | Clinical Team Leader- Kaumatua Services   |                 |                 |  |   |
| <b>PURPOSE OF POSITION</b>   | <p>Although this role reports into our kaumātua services team, the position provides lifestyle support across our whānau.</p> <p>The purpose of the service is to provide wrap around support that ensures whānau have an improved quality of life and independence.</p> <p>The service will provide care plans which include a range of activities and programmes that are mentally and socially stimulating, provide recreational and therapeutic benefit, enhance positive social and functional activities and assist in introducing healthier lifestyles and changed habits. This may be provided across a range of programmes including our kaumātua day programme, whānau ora wānanga and other events and workshops. The service will deliver a range of health education/awareness programmes and activities (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Nutrition</li> <li>• Diabetes</li> <li>• Breast and cervical screening</li> <li>• Physical activity</li> <li>• Increased physical, spiritual, cultural, and mental resilience</li> </ul> <p>The Kaiārahi will also provide support to whānau with long-term conditions, assist with improving their health, provide relevant health information and ensure they have access to the right local health services (community based, primary or secondary care).</p> |                 |                 |  |   |
| <b>VISION</b>  | <b>Raukawa kia mau, kia ora</b> - A thriving Raukawa iwi.   |                 |                 |  |   |
| <b>RCT MISSION</b>   | To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.   |                 |                 |  |   |
| <b>VALUES</b>  | <p><b>Tika</b> – working with integrity.</p> <p><b>Pono</b> – working toward the vision/genuine intent.</p> <p><b>Aroha</b> – compassion and regard for others.</p>   |                 |                 |  |   |
| <b>DIRECT REPORTS</b>  | <ul style="list-style-type: none"> <li>• Nil</li> </ul>   |                 |                 |  |   |
| <b>AUTHORITIES</b>   | <ul style="list-style-type: none"> <li>• None</li> </ul>  |                 |                 |  |   |
| <b>RELATIONSHIPS</b>   | <table border="1"> <tr> <td><b>Internal</b></td> <td><b>External</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Tīwai Hauora Team</li> <li>• All RCT Staff</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Clients and their whānau</li> <li>• Local Service providers</li> </ul> </td> </tr> </table>  | <b>Internal</b> | <b>External</b> | <ul style="list-style-type: none"> <li>• Tīwai Hauora Team</li> <li>• All RCT Staff</li> </ul> | <ul style="list-style-type: none"> <li>• Clients and their whānau</li> <li>• Local Service providers</li> </ul> |
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| <ul style="list-style-type: none"> <li>• Raukawa Uri and Marae</li> <li>• Trustees</li> </ul> | <ul style="list-style-type: none"> <li>• Other allied health professionals</li> <li>• Social Services</li> <li>• Housing Services</li> <li>• Sport Waikato</li> <li>• Other Iwi</li> <li>• Funding Agencies</li> <li>• Government Agencies</li> <li>• Local government Agencies</li> </ul> |
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| KEY ACCOUNTABILITY                                 | DUTIES AND RESPONSIBILITIES  |
|--|--|
| <b>Intervention Service</b>                        | <ul style="list-style-type: none"> <li>• Co-ordination of whanau intervention services, including transportation</li> <li>• Improving the health status of whānau through the development of assessments, interventions, health plans, prevention, and promotion activities</li> <li>• Informing and maintaining individual health awareness with the assistance of Raukawa and Community Providers.</li> </ul>  |
| <b>Health Education/Awareness Programmes</b>       | <p>In conjunction with team leader, develop an annual calendar and programme plan that identifies agreed strategies for the improvement of health of all participants, including other services and how the plan will be delivered.</p> <p>The fundamental aspects of the programme will:</p> <ul style="list-style-type: none"> <li>• Create and implement a master calendar and programme plan.</li> <li>• Be in support of the goals outlined in the client's holistic health assessment, and care plan</li> <li>• Actively gather client and whānau feedback throughout the time the client remains part of the service</li> <li>• Undertake services as required to ensure satisfaction with programme and support contract requirements</li> </ul> |
| <b>Development of Individual Health/Care Plans</b> | <ul style="list-style-type: none"> <li>• Client health and care status is identified through an initial health assessment (IHA)</li> <li>• Ensure that an updated health assessment (UHA) is completed every 3 – 6 months</li> <li>• If clients are deemed as 'low health need' ensure they are enrolled with GP services/health providers as required.</li> <li>• Ensure that the clients short- and long-term goals and any associated interventions are implemented, monitored and evaluated per their care plan</li> <li>• Ensure all health status information on RecordBase is updated as required (e.g., demographics, alerts, allergies, medications, care plan, goals, activities, interventions, attachments)</li> </ul>                       |
| <b>Empowering Clients</b>                          | <ul style="list-style-type: none"> <li>• Create opportunities to empower whānau to make decisions regarding their health care, so that clients are confident to make decisions and self-manage their health:</li> </ul>  |

| KEY ACCOUNTABILITY                                       | DUTIES AND RESPONSIBILITIES  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Support and assist with making decisions related to health issues</li> <li>• Assist and support individuals with strengthening whānau, hapu and iwi links.</li> </ul>   |
| <b>Positive Improvement in Health Status</b>             | <ul style="list-style-type: none"> <li>• Monitor, review and evaluate health/care plans</li> <li>• In consultation with the Kaumātua, Whānau support the process of referring out to other agencies and or specialists depending on need</li> <li>• Identify positive areas of health status (e.g., level of non-smokers, amount of weekly exercise).</li> </ul>   |
| <b>Client Support and Advocacy</b>                       | <ul style="list-style-type: none"> <li>• Provide information, support, advocacy, and assistance for whānau</li> <li>• Clients are assisted in accessing required services and meeting their goals</li> <li>• Create safe opportunities for clients to be comfortable voicing any issues they face, in order for them to be resolved</li> <li>• Support clients' complaints to reach a resolution.</li> </ul>   |
| <b>Korikori Tinana Programme</b>                         | <ul style="list-style-type: none"> <li>• Promote, assist, give advice and support to Kaumātua to maintain their fitness and mobility.</li> </ul>   |
| <b>Chronic Disease Management, Support and Education</b> | <ul style="list-style-type: none"> <li>• Provide education regarding specific chronic diseases and support by providing access to specialists and relevant management information</li> <li>• Ensure regular promotional and screening activities involving local and regional subject matter experts and or specialists are delivered e.g., asthma, diabetes, cardiovascular disease, respiratory conditions, dementia, mental health and addictions, cancer, menopause and life changes, hearing and vision.</li> </ul> |
| <b>Nutrition Education</b>                               | <ul style="list-style-type: none"> <li>• Provide nutritional advice in accordance with Māori traditional kai, and modern knowledge</li> <li>• Clients are well informed, and have begun to make changes to their diet (if needed) by promoting advice to reduce fat intake and weight loss</li> <li>• Provide nutrition health education and promotional activities (minimum of 4 per year).</li> </ul>  |
| <b>Cultural Support</b>                                  | <ul style="list-style-type: none"> <li>• Clients' needs are met in a culturally appropriate manner, and cultural competencies are demonstrated in responsiveness to need.</li> </ul>   |
| <b>Reporting</b>   | <ul style="list-style-type: none"> <li>• Collation of qualitative and quantitative data to support evidence base reporting. Reports are submitted in a timely manner to the Clinical Team Leader: Kaumātua Service. Quarterly reports of the service are completed: <ul style="list-style-type: none"> <li>• Jan - Mar</li> <li>• Apr - Jun</li> </ul> </li> </ul>   |

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|----------------------------|---|
|                            | <ul style="list-style-type: none"> <li>• Jul - Sept</li> <li>• Oct – Dec.</li> <li>• All information will be clearly documented in client's RecordBase electronic file in a timely manner.</li> </ul>   |
| <b>Professionalism</b>     | <ul style="list-style-type: none"> <li>• Clients have a clear understanding of the information they are receiving</li> <li>• The client is treated as an individual and feels they are valued and listened to</li> <li>• Ability to communicate confidently across sectors.</li> <li>• Sensitive information kept confidential, avoiding gossip and unfair criticism</li> <li>• Have knowledge of the Treaty of Waitangi and its application to your service</li> <li>• Understands and applies the Māori models of health to your service</li> <li>• Confidentiality adhered to by the Raukawa Charitable Trust's Code of Conduct.</li> <li>• Upholds the values of RCT Tika, Pono and Aroha.</li> <li>• Daily workload is managed appropriately, and priorities adjusted when necessary.</li> </ul> |
| <b>Health &amp; Safety</b> | <ul style="list-style-type: none"> <li>• Comply with Raukawa Charitable Trust Health &amp; Safety policies, procedures and systems</li> <li>• Ensure that they work safely at all times and encourage others to do the same</li> <li>• Report clinical incidents, hazards, and accidents</li> <li>• Take initiative to fix hazards and inform staff</li> <li>• Promote a positive Health &amp; Safety culture in the workplace</li> <li>• Participate in Health &amp; Safety related training.</li> </ul>   |
| <b>Team Support</b>        | <ul style="list-style-type: none"> <li>• Attend monthly RCT staff hui and weekly Team hui</li> <li>• Actively contributes to the development of the team</li> <li>• Provide coverage for team members as and when required</li> <li>• Support and empower team members and celebrate team success to create and foster a harmonious team culture.</li> </ul>  |
| <b>Training</b>            | <ul style="list-style-type: none"> <li>• Take the initiative to identify training and development opportunities relevant to position and service</li> </ul>   |
| <b>Additional Tasks</b>    | <ul style="list-style-type: none"> <li>• Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training, and experience of the incumbent</li> </ul>   |

#### POSITION REQUIREMENTS

##### MOTIVATION AND EMPOWERMENT

- Demonstrates an ability to support, motivate and empower clients to complete the outcomes set by Te Whatu Ora.

- Leads by example, role-modelling and taking personal accountability for own health outcomes as an active demonstration for clients.
- Can and does provide advice to clients, whether directly requested or not, and provides direction for clients where they require input and information.

#### INTERPERSONAL STYLE

- Is thoughtful, resilient, calm, and stable in challenging situations.
- Shows initiative, decisiveness, and openness.
- Has excellent oral communication skills.
- Is open, honest, and approachable.

#### RELATIONSHIP MANAGEMENT

- Ability to develop and maintain good working relationships at all levels with clients and Raukawa Charitable Staff.
- Respect for confidentiality and discretion; ability to deal with sensitive issues.

#### QUALIFICATIONS AND EXPERIENCE

- Advantage to have a Certificate in Health Services Level 4 or Certificate in Health Care Assistance Level 4.
- Current First Aid Certificate is an advantage.
- Has an understanding of te reo me ona tikanga o Raukawa.
- Respects, values, and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Has a basic understanding of Te Reo Māori.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' licence.
- Experience working with Iwi/Māori organisations is desirable.

#### JOB DESCRIPTION UPDATED

Date: November 2024

#### SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

/ /  
(Date)

Employee:

(Signature)

/ /  
(Date)