

## POSITION DESCRIPTION

<b>Position</b>	Kaitūruki Vocations	
<b>Team</b>	Te Taihāhā	
<b>Reporting to:</b>	Kaihautū Taihāhā	
<b>Job purpose</b>	To support tangata whaiora to build confidence, connection, and greater independence through meaningful participation in their communities. This role is grounded in Whānau Ora outcomes and guided by Enabling Good Lives principles. You'll work alongside tangata whaiora in ways that uphold their dignity, identity, and aspirations – wherever they are on their journey.	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>
<b>NAME</b>		

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are:

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Puawai Whānau:	Tamariki Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

**Vision** Korowaitia te puna waiora, hei oranga motuhake mō te iwi

**Mission statement** To empower whānau into their future

### Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

**Key Result Area 1: Participation & Wellbeing**

- 1.1 Support tangata whaiora to participate with confidence and dignity in daily routines and vocational activities, including personal cares, mobility, nutrition, and communication.
- 1.2 Tailor support to reflect the interests, identity, and aspirations of tangata whaiora, using what brings them comfort, joy and connection to uphold their mana in daily practice.
- 1.3 Set up and support calm, safe environments – at home and in the community that help tangata whaiora feel settled, included, and ready to participate.
- 1.4 Provide safe transport and supervision so tangata whaiora can take part in community life with support that fits their needs.
- 1.5 Role model the tikanga of Te Oranganui and the values of Te Taihāhāin all interaction. Show manaaki, mahaki and calm in how you korero, move and tautoko tangata whaiora.
- 1.6 Practice person-led support, guided by Whanau Ora outcomes and Enabling Good Lives principles. Follow the lead of tangata whaiora and their whānau, adapting your mahi to fit their rhythm, needs and aspirations.

**Key Result Area 2: Administration & Reporting**

- 2.1 Keep clear timely records of daily supports, incidents and participation using agreed tools and formats.
- 2.2 Follow reporting processes that protect the mana of tangata whaiora and supports service integrity.
- 2.3 Share updates with your team and leaders to support safe, consistent practices and clear planning across the service.
- 2.4 Use digital tools and systems as required, and seeking report as required.
- 2.5 Maintain privacy and confidentiality at all times, following Te Oranganui policies, procedures and legal requirements.

**Key Result Area 3: Teamwork**

- 3.1 Ensure a healthy and safe environment for all tangata whaiora participating in the Vocations Service. Work respectfully with your team, sharing ideas, observations, and responsibilities to support tangata whaiora.
- 3.2 Communicate in ways that uphold mana and support clear, respectful teamwork across the service.
- 3.3 Actively participate in service planning and team-based decision-making to ensure vocational support is responsive, coordinated, and grounded in kaupapa.
- 3.4 Support new kaimahi and contribute to a positive, inclusive team culture.
- 3.5 Follow team plans, routines, and decisions, while offering feedback that helps improve the service.

**Key Result Area 4: Health & Safety**

- 4.1 Follow all health and safety procedures to protect yourself, tangata whaiora, and your team.
- 4.2 Identify and report hazards, incidents, and near misses using agreed processes.
- 4.3 Support tangata whaiora to stay safe and well, adapting your approach to meet their needs.
- 4.4 Keep shared spaces clean, calm, and safe for everyone.
- 4.5 Use equipment and vehicles safely, following training and service guidelines.

### General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events as mahi allows.
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development and in-service training opportunities.

### Person Specifications

#### Experience & Qualifications

- Experience in the disability sector, Kaupapa Māori or community based support roles.
- NZQA Level 2–4 qualification is desirable. Obtaining a relevant qualification is an expected part of professional development in this role.
- Understanding of disability networks and community supports.
- Confidence using digital tools for planning, reporting and communication.

#### Valued Strengths

- Clear communicator – uses plain language with warmth and respect.
- Calm and adaptable – brings steady energy and adjusts to changing needs.
- Culturally grounded – upholds tikanga and reflects kaupapa Māori values in daily mahi.
- Collaborative – contributes to team rhythm and collective learning.
- Organised and reliable – manages time and tasks with care and consistency.
- Physically able to support tangata whaiora with daily routines and community activities (e.g. basketball, swimming, outings).
- Digitally confident – uses tools for planning, reporting, and communication.
- Committed to whānau wellbeing – holds space with aroha, dignity, and purpose.

#### Desirable Skills

- Brings creative flair (kapa haka, music, theatre, visual arts, crafts, sewing, knitting, gardening) or kai preparation to support whānau engagement and wellbeing.
- Familiarity with local disability networks and community support.
- Strong relational skills and comfort working in kaupapa Māori or whānau-centred environments.