**Job Title: Kai Ararau**

**Department:** Taiora Community

**Responsible to:** Kaiārahi/Team Manager

**Purpose Statement:** To work as part of an integrated team to provide education support to whānau, helping them identify needs and achieve goals through delivery of programmes, services and referrals, and guiding them towards independence.

**Kai Ararau is a community-based role where assignments in community teams and locations are based on the wider team skill and resourcing needs.**

**Mission:** Mauri Ora ki te Mana Maori

Realising Whānau Potential

**Values: Kotahitanga:** We are kaupapa driven and work with each other and others to enhance Whānau potential

**Whanaungatanga:** We are customer/whānau driven and actively foster and form positive relationships, partnerships, alliances and connections

**Kaitiakitanga:** We exhibit custodianship and are stewards of our resources to advance the kaupapa

**Whakamana:** We are outcome focused and recognise, respect and uphold mana.

**Relationships: External** Marae, Hapu, Whānau, MOH, HBDHB, Wellchild Providers, Tu Meke PHO, Social, Housing and Education services, Early Childhood Education Providers, Hospital Maternity Services, Industry Networks, NZ Police, VTNZ

**Internal** Tamariki Ora, Community and Practice Nurses, GP’s, Functional teams and other TToH services

**VCA Role:** Core Children’s worker

**Structure:** Refer to Structure Chart

**Key Accountabilities**

***Kaupapa Te Taiwhenua o Heretaunga (TToH)***

* Contribute to the delivery of effective, integrated, whānau-focused services as part of a team and individually
* Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa and doing what it takes to advance the kaupapa.
* Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
* Understand and promote all aspects of the TToH Kaupapa
* Adhere to and apply TToH values in all aspects of TToH’s work
* Participate in TToH kaupapa activities, including karakia, waiata and marae noho
* Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
* Participate in TToH systems including the Management Operating System and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
* Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
* Participate in regular peer supervision and/or professional supervision
* Work in a reflective manner and take opportunities for self-development

***Whānau Ora Practice***

* Develop understanding of the communities that TToH works with
* Be responsive to whanau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
* Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
* Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence
* Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
* Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
* Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

***Role Specific Accountability***

***Assessing, Connecting and Supporting Whānau***

* Engage whānau through referrals and walk-ins using the agreed process and appropriate tools
* Assist in Te Wairatahi and across other teams with whānau engagement
* Identify Whānau needs ensuring easy access to services and support
* Listen and identify the needs of whānau and prioritise work to help those with greater needs and a willingness to accept the support
* Support whānau to develop goals, achieve those goals and, where appropriate, complete
* Ensure the welfare of children is protected, staying alert to issues and following child protection guidelines where issues arise
* Work with team to identify the contribution that you and other team members can make to support whānau goal achievement and independence
* Link whānau to appropriate support and help them to connect with and remain connected to their whānau and sources of support
* Ensure whānau get the right support for their needs, referring where your team is not able to meet needs
* Work with whānau in a way that enhances future independence
* Deliver whānau service in a way that is safe, welcoming, friendly, professional and non-judgmental
* Advocate for, educate and support whānau to achieve goals, helping them find their own voice
* Assess and observe whānau being alert to safety issues for you, clients or others involved, conducting background checks if safety concerns arise and ensuring that safety issues are updated in information systems promptly
* Regularly review plan, monitor progress, and follow up on agreements made to support whānau, being alert to difficulties achieving goals or opportunities to review and advance goals

***Programme Management***

* Deliver one to one and group activities and programmes as assigned including:
  + Organising events – planning, preparing and safety planning;
  + Sourcing programme participants and resources;
  + Developing and running promotional activities;
  + Managing programme delivery risks;
  + Evaluating, improving and reporting and
  + Ensuring programmes are delivered within budget parameters.

***Administration and data management***

* Open up new clients on multiple information systems as required
* Enter client notes into assigned information systems, keeping notes appropriate, accurate, comprehensive, relevant and timely, and meeting internal and external audit standards
* Update whānau demographics and contact details as information comes to hand
* Use TToH systems for managing time, keeping appointments transparent
* Maintain confidentiality of whānau and organisational information at all times
* Record and provide data and/or reports relating to your role as and when required by management
* Report daily work and appointments at the end of each day

***Teamwork***

* Be a resource to the team. Work collaboratively; contribute and share knowledge, skills, abilities to achieve organisation and whānau goals
* Initiate and nurture effective working relationships with team members, experts and networks
* Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
* Carry out assigned duties as directed by manager, remaining flexible and able to carry out different tasks or work in different teams as required
* Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whānau or colleagues
* Provide support and training to others as part of in-service training in areas of expertise

***Sector Knowledge***

* Maintain knowledge, understanding and current developments of relevant sector to inform service delivery
* Identify and understand the local trends and barriers for whānau through engagement and feedback
* Understand and adhere to the Vulnerable Children’s Act

***Quality and Development***

* Assist in the development of service plans on an annual basis with quarterly and monthly review periods
* Participate in service audits as requested
* Participate with the team in continuous quality improvement processes
* Contribute to all service/contracted objective, targets, and outcomes

***Health and Safety***

* Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures
* Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times

***Other Duties***

* Carry out additional duties from time to time as requested by management

The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

***Specialist Areas or Programmes***

In addition, Kai Ararau team members will be allocated the following programmes to deliver or provide support based on having the qualification, knowledge, skills and experience, as assessed by the Team Manager.

**Ngā Tau Miharo - Incredible Years Parenting Programmes**

* To be an accredited Incredible Years Group Leader (full training provided)
* Recruit and enrol parents on the Incredible Years (IY) programme using skills and expertise to build meaningful connections for mātua (parents).
* Deliver the Incredible Years programme with an enthusiastic and dynamic, kaupapa Maori approach in line with the IY programme manuals and guidelines.
* Use a strength based approach, celebrating mātua expertise and ‘walking alongside’ whanau to explore challenges and success in their parenting role.
* Enable families to consider new ways of enhancing their relationships with their tamariki, building a more positive family atmosphere and reducing their children’s negative behaviours and increase their positive behaviours.
* Order, prepare and print course materials before course commences and adhere to budgets set by the Service Manager.
* Work with whanau to identify any barriers that may impact on them successfully completing the program, evaluate events and outcomes and engage in continuous quality improvement.
* Encourage and educate mātua to strengthen their parenting skills and apply the information learnt in the facilitated sessions.
* Work together with your co-leader to plan sessions together and debrief after sessions to ensure that you are continually adapting the effectiveness of your approach with the whanau you are working with.

**Te Haa Matea - Smoking Cessation**

Provide education on smoking and smoking cessation support available and how to access it

Make referrals to smoking cessation programme

* Qualified in Smoking Cessation delivery
* Provide one to one or group smoking cessation support
* Assess and provide suitable Nicotine Replacement Therapy treatment levels
* Deliver regular follow up and support

**Kaumatua Programme**

* Oversee the development and implementation of individual and group goal setting and activity plans for kaumātua
* Source/ develop and implement hauora and social Kaumatua programme initiatives,
* Recruit participants, encouraging active participation & providing ongoing support
* Monitor Kaumatua progress / well-being ensuring appropriate care and support for kaumātua on the programme
* Coordinate the integrated involvement of appropriate providers, inter-sectorial agencies, community and marae
* Ensure that the external provider environment is conducive to a kaumātua-based kaupapa
* Ensure that the kaumātua programme is compliant and current with internal and external quality, legislative and health requirements

**Parenting Support Programmes – Whanake Te Kura**

* Support parents and whanau to make informed choices during pregnancy, birth, and parenthood by providing free information, education, and support to families living in Napier, Hastings, and Central Hawke’s Bay.
* Recruit and enrol hapū mama and their partners onto the Whanake te Kura 12-hour programme using skills and expertise to build meaningful connections with first time parents, young /teen parents, Māori, Pacific and all other ethnicities.
* Order, prepare and print course materials before course commences and adhere to budgets set by the Service Manager
* In accordance with manuals and guidelines deliver a pregnancy and parenting education programme in an enthusiastic and dynamic manner to hapū mama and their whanau in preparation for the arrival of their new pēpi and parenthood- negotiate variations to programs with the manager
* Ensure delivery meets the needs across the District and all ages by delivering a diverse programme (face to face, online or through a blended learning opportunity) ensuring programs are delivered in a manner that participants feel welcome and safe
* Work with participants to identify any barriers that may impact on them successfully completing the program, evaluate events and outcomes and engage in continuous quality improvement.
* Encourage and educate parents to strengthen their parenting skills and apply material learnt in facilitated sessions
* Build strong and enduring networks and relationships to ensure ongoing referrals
* Accountable for the authorised use, maintenance, and security of TToH property/resources.

**He Kai Oranga**

Deliver a region wide population approach to healthy lifestyle interventions around nutrition and exercise, to reduce risk among Maori, Pacific people and others in high deprivation areas within the Central Hawkes Bay (CHB) & Flaxmere regions.

* Strengthen access to primary health care services that are available to our whānau.
* Provide and improve physical activity opportunities that are accessible and affordable to the community
* Improve accessible, affordable, nutritious food options
* Link primary health care services with TToH-led community-based initiatives.
* Group facilitation of health programmes.
* Complete programme reviews/reports and evaluations
* Maara Kai (community gardens)
* Carry out assigned duties as required by He Kai Oranga Lead and/or Team Manager.

**Nga Pakiaka o te Aroha – Elder abuse**

Facilitate education and outreach to kaumātua, whānau, and the community on elder abuse awareness and prevention. Provide support through workshops, home visits, and digital literacy, while promoting kaupapa Māori values.

* Facilitate fortnightly/weekly sessions for kaumātua and whānau, focusing on elder abuse awareness and prevention.
* Attend community expos and events to promote elder abuse awareness and the kaupapa Māori service.
* Conduct in-home visits to provide education and support to kaumātua and their whānau, building trust and addressing concerns about elder abuse.
* Collaborate with He Ahurutanga to deliver on-site education sessions for kaumātua and kaimahi.
* Engage with local rest homes to introduce and explain the kaupapa Māori elder abuse service.
* Lead digital literacy sessions, helping kaumātua access apps like Nymbl and digital other resources.
* Stay up-to-date with elder abuse issues and be a resource to support internal kaimahi to maintain best practices.

**Whakapiki Oranga Manawa – Rheumatic Fever Awareness**

Provide community education on Rheumatic Fever [RF] prevention strategies, symptoms and treatment.

* Facilitate educational sessions to groups and whānau.
* Actively promote awareness and risks of RF with various community groups and events.
* Work with the Team and other TToH services to identify promotional opportunities to increase whānau awareness.
* Increase whānau knowledge about the risks, impacts and ongoing treatments required.
* Create resources to engage and educate.
* Travel across the region from Waiora to Wairapapa working with other health providers and marae to increase knowledge and awareness about RF.

**Person Specification**

***Essential Qualifications***

* Current and valid Full Driver’s License
* Completed a one-year Certificate in Health Promotion (or equivalent), Certificate in Hauora Māori, Certificate in Tamariki Ora – Well Child Services or similar tertiary qualification
* Diploma in Pregnancy, Childbirth and Early Parent Education or Bachelor of Midwifery or working towards (Whanake TeKura only)
* Level 5 Certificate in Public Health or Health Promotion or Sport and Recreation and Nutrition (He Kai Oranga)

***Essential Qualifications - Tamariki Ora Kaiāwhina***

* Current CPR Certification
* Plunket Kaiāwhina Certificate

***Essential Qualifications – Nga Tau Miharo - Parenting Programme***

* Incredible Year Facilitator Accreditation
* First Aid Certificate

***Essential Knowledge and Experience***

* Child Safety Training
* Health Literacy
* Injury Prevention
* Event Management
* Coaching and Group activities
* Computer literate, able to enter data in databases and competent in Microsoft Office products
* Proven experience working effectively within the community.
* Able to work with groups.
* Able to motivate, educate, empower, coach and influence whānau.
* Able to work well as part of an integrated team
* Able to develop relationships, networks and communicate effectively with a wide range of stakeholders

**PERSONAL ATTRIBUTES**

***Essential***

* Strong work ethic
* Committed to whānau.
* Comfortable working with groups.
* “Can do” attitude.
* Team player.
* Confident, resilient and resourceful.
* An openness to learn Tikanga and Te Reo Māori.
* Honest and reliable.
* Comfortable working with groups.