

RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	Team Leader: Kaumātua Services
LOCATION	Raukawa Takiwā - South Waikato, Te Awamutu, Cambridge, Matamata and surrounds.
REPORTS TO	Director: Health and Community Services
PURPOSE OF POSITION	<p>The purpose of the Kaumātua Service is to provide wrap around support for improved quality of life and independence for kuia and koroua.</p> <p>The Team Leader will lead and coordinate the Kaumātua Service, ensuring high client/whānau/iwi satisfaction and compliance with our health outcomes and contract specifications.</p> <p>The Team Leader will play a vital role in providing and ensuring healthcare services are provided to individuals outside of traditional healthcare settings, such as Marae.</p> <p>The specific responsibilities and duties may vary depending on the Kaumātua Services programme and the needs of the clients, their whānau and our community.</p>
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social, and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	<p>Tika – working with integrity</p> <p>Pono – working toward the vision/genuine intent</p> <p>Aroha – compassion and regard for others</p>
REPORTING STRUCTURE	



DIRECT REPORTS
<ul style="list-style-type: none"> Community Nurse – Kaumātua Services Kaiāwhina – Kaumātua Services Volunteers

RELATIONSHIPS

Internal

- Tiwai Hauora Senior Leadership Team
- RCT Staff
- Raukawa Uri and Marae
- Trustees

External

- Stakeholders
- Funders
- Local and regional government agencies
- General Practice team
- Vision and hearing investigation and screening services
- Local community agencies

AUTHORITIES

Area: Kaumātua Services

Authority Level: Support the daily clinical practice and operations of the service and the team.

Financial Responsibilities; Budgets and Decision-Making	Delegated authority to sign for purchase of goods and services as per the delegation's policy
Staffing	Community Nurse Kaiāwhina Volunteers
Signing Correspondence	As delegated by the Principal Advisor Operations
Media Communication	As delegated by the Principal Advisor Operations

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Leadership	<ul style="list-style-type: none"> • Lead Kaumātua Service in alignment with vision, values, and strategic direction. • Champion values, vision, and models, ensuring understanding and visibility. • Collaborate with Director of Health and Community Services to achieve positive health outcomes. • Facilitate practice initiatives and identify opportunities for service enhancement. • Manage resources, including cars and ordering site/service resources.
Staff Management	<ul style="list-style-type: none"> • Drive a culture of continuous improvement, ensuring quality services and staff development. • Set clear expectations and standards for staff, providing tailored learning and development plans. • Provide responsive and professional relationships with staff for case management concerns. • Participate fully in meetings, assist in training/induction of new Tiwai Hauora Staff.
Team Supervision	<ul style="list-style-type: none"> • Provide internal group supervision and deliver 'one to one' supervision to all staff. • Regularly review documentation and client files from a quality improvement focus. • Monitor workloads to ensure evenly distributed caseloads and prevent burnout.

Quality & Compliance	<ul style="list-style-type: none"> • Ensure practice complies with legislative/contractual requirements and standards. • Complete all reports to meet contractual obligations and audit requirements. • Conduct internal and external audits and implement recommendations within expected time frames. • Review and monitor documentation to ensure best practice. • Triage and manage all referrals related to the Kaumātua Service. • Support the development and application of the internal Kaumātua referral pathway.
Service Delivery	<ul style="list-style-type: none"> • Coordinate and undertake weekly Kaumātua social and clinical health assessment clinics. • Ensure client health and care status is assessed regularly, goals are implemented, and care plans are updated. • Provide health education and promotion, including the delivery of a healthy lifestyle package. • Coordinate primary and secondary care, medication oversight, and management. • Utilise a multidisciplinary approach for comprehensive service delivery.
Manage Client Electronic Record Base Systems	<ul style="list-style-type: none"> • Ensure access to all electronic client record base systems. • Keep the Recordbase database up to date, monitor and review client files. • Work in partnership with internal/external colleagues for risk management plans. • Become a super user of client's electronic record base systems, including perpetrator case planning. • Raise awareness of the safe & together model and implement principles into practice.
Community Networking	<ul style="list-style-type: none"> • Attend collaborated meetings to improve access to services, particularly for Māori. • Engage with a 'community of practice' to share ideas and build professional practice knowledge. • Ensure service provision is Whānau-centric, culturally, spiritually, clinically, and socially relevant.
Reporting	<ul style="list-style-type: none"> • Ensure all service and managerial reports are completed on time and to a high standard. • Fulfil responsibilities outlined in the supplementary KPI document.
Professionalism - Communication	<ul style="list-style-type: none"> • Complete all communications consistently with RCT values. • Empower staff and clients with a clear understanding of information. • Practice within the Code of Health and Disability Services Consumers' 10 Rights. • Maintain confidentiality and adhere to Raukawa Charitable Trust's Code of Conduct.
Professionalism – Professional Development	<ul style="list-style-type: none"> • Engage in an annual performance review and regular evaluations. • Attending external supervision and identifying professional development requirements.

	<ul style="list-style-type: none"> • Have knowledge of the Treaty of Waitangi and apply Māori models of health. • Comply with Health & Safety policies and actively promote a positive Health & Safety culture.
Health & Safety	<ul style="list-style-type: none"> • Comply with Raukawa Charitable Trust Health & Safety policies, procedures, and systems. • Ensure that you always work safely and encourage others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace. • Promoting and ensuring the health and wellbeing of staff is paramount. • Participate in health & safety related training.
Additional Tasks	<ul style="list-style-type: none"> • Carry out any other duties that can reasonably be requested from time to time within the framework of this position. • In the event of pandemic, carry out other duties related to the pandemic response, if needed.

POSITION REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE

- Registered Nurse or Allied Health Professional, ideally post-graduate qualifications related to health area.
- Management experience and skill.
- Engagement and relationship skills.
- Be familiar with the Code of Rights, Health & Disability Act, Children, Young Persons, and Families Act.
- Must have a current Annual Practicing Certificate.
- Must have disability awareness to ensure disabled whānau are given appropriate access and support.
- 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 Maori.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license.
- Experience working with Iwi/Maori organisations is desirable.

JOB DESCRIPTION REVIEWED

Date: November 2023

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

(Date)

Employee:

(Signature)

(Date)