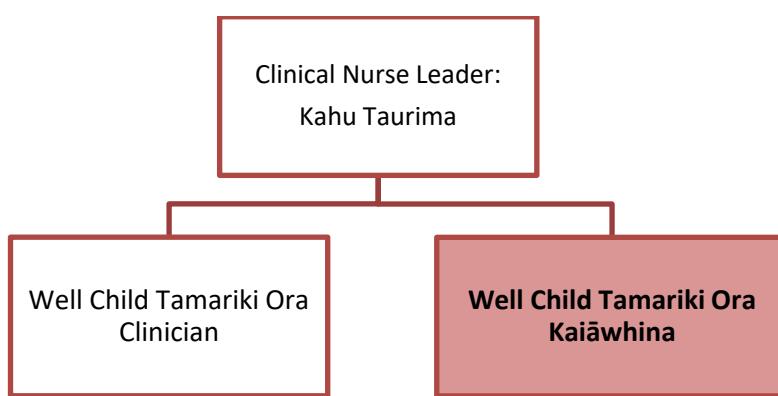


RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	Well Child Tamariki Ora (TO) Kaiāwhina (Case Worker)
LOCATION	Raukawa Takiwā - South Waikato, Te Awamutu, Cambridge, Matamata and surrounds
REPORTS TO	Clinical Nurse Leader: Kahu Taurima
PURPOSE OF POSITION	Tiwi Hauora embrace an all of life approach to its service delivery, with a strong focus and prioritization on delivering 'early intervention services' and recognise the importance of the first '2000 days' in the life and development of our pepi. To assist the WCTO and wider Kahu Taurima Team in supporting families/whānau/caregivers in maximising their child's developmental potential and health status between the ages of 0-5 years, establishing a strong foundation for ongoing healthy development.
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	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

- None

RELATIONSHIPS

Internal

- Clinical Nurse Leader: Kahu Taurima
- Kahu Taurima Team
- Family Start team
- RCT Raukawa Staff

External

- Clients and whānau
- Lead Maternity Carers
- General Practice Teams
- Child, Youth and Family
- Other Well Child/Tamariki Ora providers
- Hospital services
- Paediatricians
- Specialist medical services
- Pre-school vision and screening services
- Whakarongo Mai Ear Health Service
- Pre-school dental services
- HIPPY
- Community agencies
- Kōhanga Reo and other Early Childhood Centres

AUTHORITIES

None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Whanau Support	<ul style="list-style-type: none"> • Provide facilitation, whānau support, Tamariki ora additional checks and screening as stipulated in the Te Whatu Ora Specifications and Tamariki ora service Manual in client's home or other agreed venue. • Health education and promotion services delivered to all whanau. • Whanau care and support provided to all whanau. • Kaiāwhina plans are completed and followed up. • Identify, enrol, and provide service to tamariki who are not registered with a provider. • Visits to kōhanga reo and early childhood centres identify tamariki. • Work with whānau to identify their needs for support and either provide or facilitate access to support from other health or community services. • Appropriate referrals are made to other services as required • Transport to services is arranged or provided as required • Age related Parent Information packs are collated and used. • Tamariki ora core visits are organized for the nurse. • Annual visits at KR/ECE are organized. • Referrals from Clinician are completed.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Education	<ul style="list-style-type: none"> • Inform and support parents to gain the knowledge and skills required to understand and manage the various stages of their child's development. • Age-appropriate information and advice provided to parents/caregivers on nutrition, behaviour, growth and development, hygiene, SID/ SUDI, immunisations, injury prevention, postnatal depression, asthma, diabetes, smoking, hearing, mental health, oral health, and violence prevention. • Positive parenting is promoted.
Referral	<ul style="list-style-type: none"> • Increasing immunisation uptake and overall coverage rates. Improve integration, coverage and coordination of Tamariki ora services including: • Immunisation status is captured (utilizing NIR if necessary). • Referrals are made to general practice or Mobile Imms Service (MIS). • Tamariki are enrolled with School Dental Service (SDS). • Tamariki receive appropriate number of additional visits based on assessments. • Identify, support and refer victims of interpersonal violence.
Reporting	<ul style="list-style-type: none"> • Ensure Tamariki Ora client data and records are maintained and stored appropriately. • The Te Arawhānui database is kept up-to-date. • The Tamariki ora client files and records are kept current & secure. • Kaiāwhina documentation is entered into client file after each visit. • Provide internal reports to Team Lead as and when required
Collaboration	<ul style="list-style-type: none"> • Where children are receiving services from other agencies, participate in intersectoral collaboration and coordination initiatives. • Maintain effective and efficient linkages with all referrers and other services Tamariki Ora providers may refer to. Attend meetings or share appropriate information. • Effective relationships maintained. • Whānau stay with Raukawa Tamariki Ora services i.e. excellent retention rates. • Whānau accept appointments i.e. excellent attendance rates. • Provide culturally competent services in a way that recognises the needs of priority groups.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Health & Safety	<ul style="list-style-type: none"> • Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that he/she works safely at all times and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace.
Team Support	<ul style="list-style-type: none"> • Attend monthly staff hui and team hui. • Actively contribute to the development of the [Insert Business Unit Name] Services Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> • Participate in training including that related to Health & Safety. • Take initiative to identify training and development opportunities for self.
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 and the skills, training and experience of the incumbent. • In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response but which may not be related to this position.

POSITION REQUIREMENTS

SELF MANAGEMENT

- Manages daily workload with priorities identified and adjusted when appropriate.
- Is accountable for own actions and the delivery of consistent quality results.
- Is able to identify own professional development requirements and set annual goals and objectives with their manager.

RELATIONSHIP MANAGEMENT

- Has a strong customer service and business partner orientation.
- Is able to develop constructive and cooperative working relationships with others and maintain them over time.

CULTURAL

- Experience working with Iwi in a Kaupapa Māori environment.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.

- Understands the different cultural needs of clients and is able to provide a service or access to services that cater for their needs.

KNOWLEDGE

- Knows about child growth and development.
- Familiarity with the following is desired:
 - Code of Consumer Health and Disability Services.
 - Children, Young Persons and their Families Act.
 - Immunisation Service Specification.
 - Well Child Tamariki Ora National Schedule Handbook.
 - Health Act 1956.

PERSONAL ATTRIBUTES

- Demonstrates integrity and honesty, ensuring commitments to others are met.
- Is sensitive to others' needs and feelings and is helpful and understanding.
- Is reliable, responsible and dependable and fulfills obligations.
- Is thoughtful, resilient, calm and stable in challenging situations.

QUALIFICATIONS AND EXPERIENCE

- Must have experience working with whānau.
- Teaching, social work, health clinician qualification or relevant experience.
- Certificate in Tamariki Ora is desired.
- 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, relevant legislation and procedures pertaining to this area.
- Valid and Full Class 1 drivers' licence.
- Experience working with Iwi/Maori organisations is desirable.

JOB DESCRIPTION UPDATED

Date: February 2026

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

(Date)

Employee:

(Signature)

(Date)