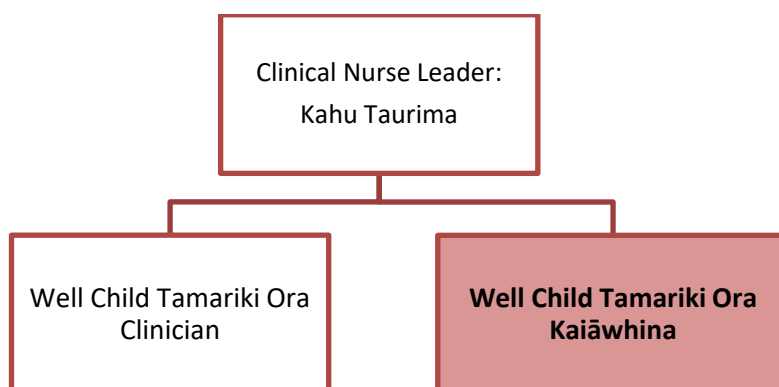


# RAUKAWA CHARITABLE TRUST (RCT)

## 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	<p>Tiwai 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.</p> <p>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.</p>
VISION	<b>Raukawa Kia Mau, Kia Ora!</b> - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	<b>Tika</b> – working with integrity <b>Pono</b> – working toward the vision/genuine intent <b>Aroha</b> – 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
<b>Whanau Support</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Health education and promotion services delivered to all whanau.</li> <li>• Whanau care and support provided to all whanau.</li> <li>• Kaiāwhina plans are completed and followed up.</li> <li>• Identify, enrol, and provide service to tamariki who are not registered with a provider.</li> <li>• Visits to kōhanga reo and early childhood centres identify tamariki.</li> <li>• Work with whānau to identify their needs for support and either provide or facilitate access to support from other health or community services.</li> <li>• Appropriate referrals are made to other services as required</li> <li>• Transport to services is arranged or provided as required</li> <li>• Age related Parent Information packs are collated and used.</li> <li>• Tamariki ora core visits are organized for the nurse.</li> <li>• Annual visits at KR/ECE are organized.</li> <li>• Referrals from Clinician are completed.</li> </ul>

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

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<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 he/she works safely at all times and encourages others to do the same.</li> <li>• Report hazards and accidents.</li> <li>• Take initiative to fix hazards.</li> <li>• Promote a positive Health &amp; Safety culture in the workplace.</li> </ul>
<b>Team Support</b>	<ul style="list-style-type: none"> <li>• Attend monthly staff hui and team hui.</li> <li>• Actively contribute to the development of the [Insert Business Unit Name] Services 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>• Participate in training including that related to Health &amp; Safety.</li> <li>• Take initiative to identify training and development opportunities for self.</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> <li>• 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.</li> </ul>

## 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)