



POSITION DESCRIPTION

Te Oriori Matanga Māori Kaitohutohu (Cultural Advisor)

Location	166 St Asaph St, City Centre, Christchurch 8011
Group	Te Oriori
Reports to	Te Oriori Team Leader
Dated	30 April 2023

Te Oriori

Te Oriori is a lullaby which represents the karanga as you come into this world and are awakened by tihei mauri ora. Te Oriori gives us a message from the past that acknowledges our tīpuna, the child in the present, visions for the future, and dreams for eternity. Te Oriori is a daily gift.

We are a kaupapa Māori mental health and wellbeing support service for whānau in Ōtautahi, with tamariki aged 0-12 years.

Launched in 2019, Te Oriori is provided through Purapura Whetu Trust, a kaupapa Māori non-government organisation that provides a range of free health and social support services for all ages across Waitaha.

Our tamariki are taonga, born to thrive and have opportunities to develop gifts handed down from our tīpuna. Through our service, we model compassion, connectedness, and nurturing with kai and unconditional aroha to whānau, wrapping them in korowai as they heal and become stronger.

Role overview

The Matanga Māori role is primarily concerned with promoting the right of whānau Māori through a Māori perspective of the world, as part of achieving well-being and quality of life. The role is broad and will encompass individual, group, and whānau support.

Working together will be key, so your participation in team planning meetings with a problem-solving focus is expected.

The status and standing as the Matanga Māori Advisor is the ability to take on the role of speaker and experience in leading senior leadership representatives within a marae or tikanga setting and providing translation, support and guidance to the Organisation, its services, tangata whaiora and whānau.

Purapura Whetu Trust

Our organisation recognizes Te Tiriti o Waitangi as the founding document of this nation and therefore, guided by the tenets thereof, has an expectation that Maori consumers of Mental Health services and their whanau have the same rights to the highest standards of matauranga mate hinengaro care as everyone else.

This means, in effect working towards addressing the disparities in Mental Health for Maori consumers. Further to ensuring that tangata whaiora and their whanau receive the highest standards of professional assistance in actively managing Mental Health related conditions.

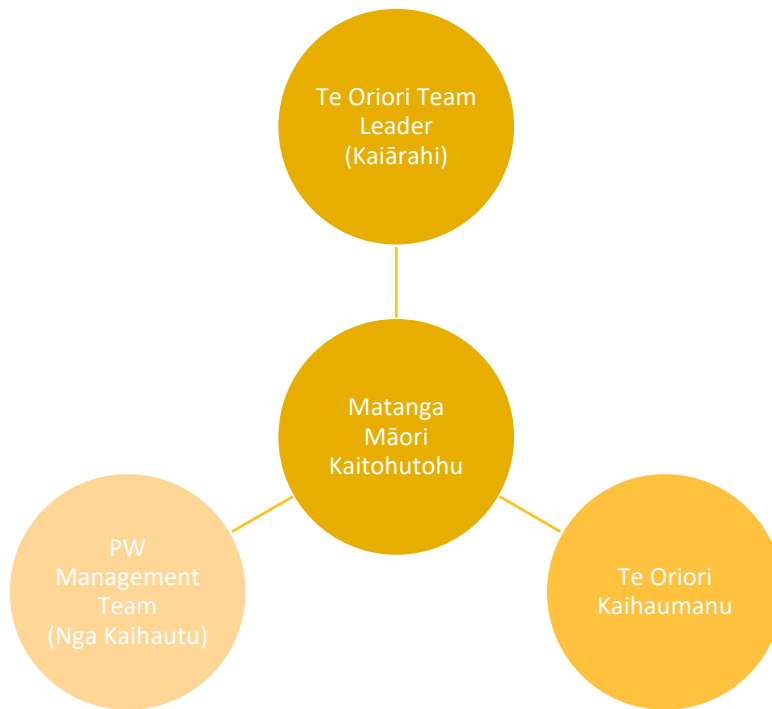
Our values include

Protecting the Tino Rangatiratanga of whanau and their right to high quality mental health services.

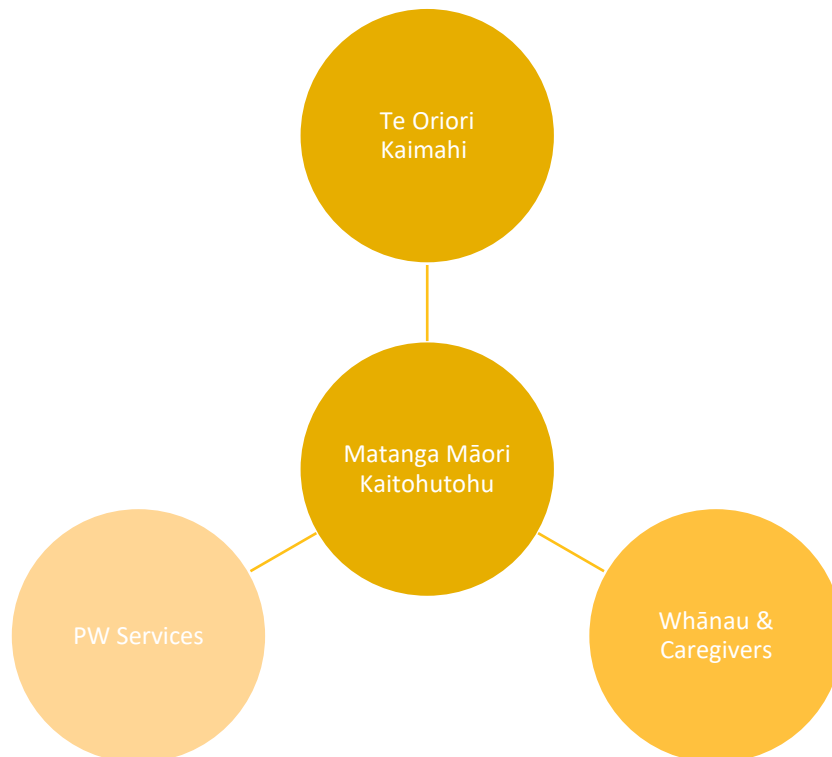
To eliminate prejudice and discrimination against all peoples with mental illness.

To promote the right of Maori through a Maori perspective of the world, inclusive of Tapu, Mana, Mauri, Whanaungatanga, Wairuatanga, Hinengaro, Tinana, Ukaipo and Matauranga Maori, to achieve lifelong growth and quality of life.

Reports and accountable to



Key working relationships with Internal



External (include but not limited to those listed herein)



All activities carried out by the Matanga Māori reflects Te Iti Kahurangi

This framework is based in kaupapa and kawa which refers to the process and ritual of tikanga. Tikanga grew out of and is inextricably woven into the religious and everyday framework of Māori life. It has moral and ancestral authority. It adds rationale, control and authoritativeness, which is timeless.

This framework then is deemed as appropriate for us as a kaupapa Māori service delivery team. It is broad and diverse to accommodate different Māori models of practice. It is intended that this framework be workable and practiced enabling Kaihaumanu and Kaitautoko to use it consistently with confidence and ease. It has a cultural context that uses nga pou as its structure

Nga pou e ono	To focus and strengthen
Ukaipo (Relationships)	<ul style="list-style-type: none"> • Belonging • Relationships, respect • Mutuality • Social participation
Hinengaro (Mind)	<ul style="list-style-type: none"> • Motivation • Understanding, acceptance Cognition/behavior • Present emotional literacy
Tinana (Physical)	<ul style="list-style-type: none"> • Mobility • Pain • Opportunity for improvement • Mind/body link • Present health status
Taiao (Environment)	<ul style="list-style-type: none"> • Housing • Transport • Safety • Location
Rawa (Personal Resources)	<ul style="list-style-type: none"> • Education • Employment • Budgeting
Wairua (Spiritual)	<ul style="list-style-type: none"> • Cultural identity • Personal contentment Spiritual/well-being link • Present spiritual awareness

Key task:		Key Performance Indicators
Promote and maintain effective and efficient teamwork.	<ul style="list-style-type: none"> • Work enthusiastically and positively as part of the Te Orii team • Contribute to the activities of the team • Listen to and acknowledge other team members points of view • Take a 'helpful approach' toward the team by stepping outside of own role to assist 	<p>Is a strong collaborator evidenced in commitment to a strong performing staff environment</p> <p>Is helpful and supportive to others</p>
Develop and maintain professional relationships	<ul style="list-style-type: none"> • The Kaitohutohu develops and maintains positive professional working relationships with colleagues, stakeholders, and other professionals • Uses these relationships to benefit Purapura Whetu Trust strategic direction 	<p>Has referrals from a number of stakeholders</p> <p>Can measure effectiveness of role and tweak where necessary from clients</p> <p>Has been invited by community groups to participate in community initiatives</p>
Maintain Confidentiality	<ul style="list-style-type: none"> • Maintain a high level of confidentiality in all facets of Purapura Whetu Trust business • Manages information securely 	<p>There are no complaints regarding breaches of confidentiality</p> <p>Can report on trends, themes and statistical data without compromising client relationship</p> <p>Keeps information in its rightful place at all times</p>
Policy Compliance	<ul style="list-style-type: none"> • Adheres to all policy and procedures • Adhere to all Health and Safety policies • Is confident in following the steps required for any hazard or potential safety risk 	<p>Can provide support to others in respect of new appointments</p> <p>Effectively communicates the role of policies and procedures on work role</p>
Maintain registration with an appropriate professional body.	<p>The knowledge and skill base required for effective performance is supported by the Team Leader</p> <ul style="list-style-type: none"> • Attendance at appropriate education and training that attracts a cost must be presented to the Team Leader and Ngā Kaihautu as a business case for consideration 	<p>To be consistently registered to maintain professional integrity</p> <p>Trainings/Education are value for money and contribute to the outcomes of Purapura Whetu Trust as an exemplary Māori provider</p>

Vision, Mission and Values	Understands and embeds in practice the whakatauki that underpins Purapura Whetu Trust	The vision, mission and values of the Trust are displayed in all work practices
Health and Safety Leading and maintaining a high quality, safe, and secure work environment by following relevant PW policies, protocols, and standards. Actively managing risk.	All PW staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant PW policies and procedures. This includes: <ul style="list-style-type: none"> • Personal commitment to zero harm • Reporting for duty in a fit state, including but not limited to being free from the influence of alcohol or other drugs • Ensuring personal health, safety, and wellbeing and that of others • Reporting, managing, and investigating actual or potential hazards via the incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training, contributing to the maintenance of hazards registers, and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported using Safe365 • Seeking advice from your Team Leader if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all health and safety policies when providing care in the community • Complying with all organisational health and safety polices including those related to handling of instruments, storage of medicines, disposal of sharp, and any other potentially dangerous equipment or substances 	
Quality Leading and managing a quality service and taking an active role in quality activities; identifying	Every PW staff member is responsible for ensuring a quality service is provided. This includes: <ul style="list-style-type: none"> • Identifying and actioning quality improvement activities in collaboration with the Team Leader and other key stakeholders • Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes • Setting quality standards in conjunction with the Team Leader 	

areas of improvement. Actively managing threats to a quality service		
Reporting line, base, hours of work, and work resources Maintaining appropriate practice hours to maintain clinical competence.	<ul style="list-style-type: none"> • Reports as required to the Team Leader • Negotiates all hours of work with Team Leader • Maintains appropriate practice hours to maintain continuing competence requirements and an Annual Practicing Certificate • Meets annually with the Team Leader to review progress against key deliverables • Ensures that all reporting is timely and accurate • Maintains a PW mobile phone and surface pro; maintaining replacement as required, and returns all resources if exits the role 	The service is focused on providing an integrated service to 1,000 tangata whaiora and their whānau on an annual basis so caseload management skills, including documenting work done with whānau is essential.

Report breakdown is defined as

- FTE = The hours you work per week
- Hours per month = expected hours each staff member is expected to reach monthly
- Working days = per month e.g., March (31) = 23 working days
- Time spent = 2 contact hours per day x 20 working days = 40 hours per month
- **It is a requirement that all tangata whaiora engagements are recorded in the Client Management System (CMS) within 48 hours. There is no exception to this rule.**

1. report breakdown

FTE	Hours per week	Hours per month	Working days	Time spent (min hours per day)
1 FTE	40	80	20	4.00
			21	3.80
			22	3.64
			23	3.48
0.5 FTE	20	40	20	2.00
			21	1.90
			22	1.82
			23	1.73

Qualifications & Experience:

- National Certificate in Mental Health Support Work/Health and Wellbeing (level 4), or commitment to working towards
- Midwifery, early childhood education, child, and family psychology.
- Play Centre or Kōhanga Reo Supervisor.
- Social work or Counselling.
- Fluent in Te Reo me ona Tikanga Māori.
- An in-depth knowledge of Te Tiriti o Waitangi and it's practical application.
- A sound grasp of Māori values and beliefs and how mental health/addiction values and beliefs impact on these.
- Group facilitation experience an advantage.
- Adaptable team member with a partnership approach to working.
- Actively participate in community activities: noho marae, recreation & cultural activities.
- Ability to work with situations of conflict and crisis.
- Good verbal and written communication skills.
- Clean and full driver's license.
- Good computer skills.
- Good organisational and time management skills.
- Highly developed interpersonal and decision-making skills.
- Track record of results, delivering innovation and success in complex environments
- Recent experience working in health, social services, or education.