



## POSITION DESCRIPTION

### Kaiārahi Māori Mana Ake | Mana Ake Team Leader

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*This document is subject to annual review*

#### SECTION A

**POSITION:** Kaiārahi Māori Mana Ake | Mana Ake Team Leader  
**REPORTS TO:** Mana Ake Practice Lead [Professional]  
Organisational Line Management [Operational]

#### SECTION B

**POSITION PURPOSE:** This position will support the Mana Ake Practice Lead and organisational line management of the Mana Ake – Stronger for Tomorrow initiative. This position will focus on providing professional team leadership to Mana Ake Kaimahi by coordinating Kaimahi to ensure equitable resourcing across clusters, supporting evaluation, monitoring and enhancement of the service response and working closely with school clusters to support the implementation of Mana Ake.

**DIMENSIONS:** **Staff:** The Mana Ake Team Leader does not have any direct reports as Mana Ake Kaimahi are employed by the Mana Ake Provider Network, however the Team Leader although will provide professional leadership to Mana Ake Kaimahi.

**Budget responsibility:** The Mana Ake Team Leader does not have any budget responsibilities to date.

**FUNCTIONAL RELATIONSHIPS:**

**Internally:**

- Mana Ake Practice Lead
- Organisational Line Management
- Mana Ake Programme Lead
- Mana Ake Provider Network
- Mana Ake Kaimahi

**Externally (includes but not exclusive to):**

- Whānau and carers
- School Cluster Leadership
- Schools
- Community service providers
- CAFLink and School Based Mental Health Team
- Resource Teachers Learning & Behaviour (RTLb)
- Ministry of Education Learning Support
- Social Worker in Schools
- School counsellors and guidance networks

- Public Health Nurses and School Based Nurses
- Mana Ake Partners – Ministry of Health, Ministry of Education, Schools, Police, Oranga Tamariki
- Iwi / Māori (i.e. Te Rūnanga o Ngāi Tahu, Papatipu Rūnaka)
- Primary Health – General Practise
- Wharaurau
- Te Whatu Ora Waitaha & Te Aka Whai Ora

## SECTION C

### KEY TASKS AND RESPONSIBILITIES:

Achievement of the position objective will involve the following key tasks:

<b>Key Areas of Accountability</b>	
To commit to the collaborative charter, practices, policies and procedures of Mana Ake and the respective organisation	
Cultural Competence and Awareness	<ul style="list-style-type: none"> <li>▪ To recognise and appreciate cultural differences and ethnic diversity by responding in a responsible and empathetic manner and to ensure practice is representative of the children and whānau being served</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>▪ Prepare timely and accurate reporting to relevant stakeholders</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>▪ Have a clear understanding of provider network capability Provide containment, boundaries and linkages to Mana Ake Kaimahi</li> <li>▪ Promote and lead collaborative practices in School clusters through inclusive well-being practices that include School cluster leaders, Mana Ake Kaimahi, other agencies and services.</li> </ul>
Provide practice knowledge and supervision	<ul style="list-style-type: none"> <li>▪ Provide practice, cultural and administrative supervision to Mana Ake Kaimahi as required in accordance with Mana Ake practice framework</li> </ul>
Provide induction to new staff	<ul style="list-style-type: none"> <li>▪ Support a consistent understanding of the Kaimahi role and mahi</li> <li>▪ Provide the Kaimahi induction and orientation for new Kaimahi</li> <li>▪ Ensure Kaimahi has a clear understanding of the role, key responsibilities and resources available</li> <li>▪ Introduce the new Kaimahi to the wider network</li> </ul>
Continuous quality improvement and risk management	<ul style="list-style-type: none"> <li>▪ Identify training and development opportunities for Mana Ake Kaimahi and assess and manage risk for Mana Ake service delivery</li> <li>▪ Support school clusters with the implementation of the Mana Ake approach.</li> <li>▪ Participate in recruitment activity with Mana Ake provider network organisations.</li> </ul>
Clinical guidance and oversight	<ul style="list-style-type: none"> <li>▪ Provide leadership, coordination and mentoring to the Mana Ake Kaimahi team</li> <li>▪ Promote professional, competent and safe practice amongst the Kaimahi</li> <li>▪ Provide support and guidance for concerns, questions, ethical dilemmas that occur</li> <li>▪ Develop and provide resources to support the work of the Kaimahi and Practise Lead</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure the Kaimahi are provided with individual / group supervision, and education.</li> <li>▪ Facilitate team meetings</li> <li>▪ Undertake reviews with Kaimahi and providers</li> <li>▪ Involvement with performance issues where appropriate</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>▪ Maintain a close and functional working relationship with the Mana Ake Kaimahi, provider network, key sector partners and Mana Ake Practice Lead</li> </ul>
Vulnerable Children’s Act (2014)	<ul style="list-style-type: none"> <li>▪ Ensure that child safety is paramount and practices are followed in accordance with the Vulnerable Children’s Act (2014)</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>▪ Comply with responsibilities under the Health and Safety at Work Act (2015)</li> </ul>
<p>The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the initiative change. Accordingly, the position will undertake any other tasks and duties as agreed from time to time with the Mana Ake Practice Lead or Mana Ake Programme Lead subject to provision of appropriate training.</p> <p><b><u>For Kaiārahi Māori</u></b></p> <p>Other tasks and duties may include:</p> <ul style="list-style-type: none"> <li>- Virtual team leadership of programmes and projects (i.e. Kaupapa Māori programmes and projects)</li> <li>- Support for kaimahi networks and working groups (i.e. Kaimahi Māori networks)</li> <li>- Engagement with organisations, agencies &amp; community, in alignment with Mana Ake priorities (i.e. Māori local networks),</li> <li>- Providing cultural advice and guidance within the Mana Ake programme (i.e. cultural advice within the Mana Ake Kaiārahi team and other parts of the collaborative, including across cluster teams, and to the Mana Ake Project Team)</li> </ul>	

## SECTION D

Qualifications and Technical Skills	Essential	Desirable
Level 6+ health related qualification with relevant child and family mental health competencies in accordance with practice framework		✓
Hold a current practicing certificate/registration in a relevant field.	✓	
At least 24 months experience in working in the field of Mental health		✓
A commitment to participate in relevant professional development to ensure competencies are met	✓	
Experience in child health or social support services	✓	
Current full driver's license	✓	
Information technology and administration literacy	✓	

Experience:	Essential	Desirable
Team leadership experience in a community setting (NGO/school)	✓	
Knowledge of the school sector		✓
Demonstrated experience in providing supervision of staff	✓	
Demonstrated experience in working with Maori, Pacific, Culturally and Linguistically Diverse (CALD) communities	✓	
Knowledge of child health services, general practice capabilities NGO provider networks and school pastoral care networks	✓	
Ability to motivate, inspire and support others	✓	
Developed networks and relationships within the health, education and social services sectors and the ability to navigate within these	✓	
Knowledge and experience working with a case management system	✓	
High level of experience in the production of clear and effective written and verbal communication	✓	

Personal Attributes:	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to set and maintain professional boundaries	✓	
Excellent time management and organisational skills	✓	
Ability to work in a multidisciplinary setting and across different agencies	✓	
Ability to engage and maintain relationships	✓	
Adaptable and flexible in approach to service design and delivery	✓	
Commitment to ongoing professional development and integrity	✓	
Clearance under the provisions of Vulnerable Children's Act (2014)	✓	
Ability to communicate in Te Reo Māori		✓