



## Job Description

### Administrator – Te Oriori and Pūmotomoto

<b>Reporting to</b>	Team Leaders of Te Oriori and Pūmotomoto
<b>Location:</b>	41 Essex Street, Phillipstown
<b>Working relationships with:</b>	Whānau, Pēpi and Tamariki, Team members of Te Oriori & Pūmotomoto
<b>Terms of employment:</b>	Permanent

#### Purapura Whetu Trust

Purapura Whetu empowers people to reach their full potential through personal growth, positive mental health, and wellbeing. We embrace a Māori view of wellbeing and provide clinical and cultural support services to whānau in Ōtautahi.

#### Te Oriori and Pūmotomoto

We are a kaupapa Māori mental health and wellbeing service, supporting whānau in Ōtautahi. Te Oriori is the original service provider that provides a range of free health and social support services for 0-12year old and their whānau across Waitaha.

Pūmotomoto is a service for pēpi and whānau in the first 2000 days of life (conception to 5 years). It is supported under the guidance of Te Oriori and has been developed in response to the large body of research and knowledge that highlights this period of life as the most critical for early brain development. It impacts lifelong health, wellbeing and social outcomes.

Our service is called Pūmotomoto, which is the long flute that traditionally chants māori wisdom and knowledge and whakapapa through the fontanelle of the pēpi in the womb, at birth and in infancy. Our pēpi 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.

#### Purpose and responsibilities of the position

Key responsibilities for this position include:

- Warmly greeting whānau who attend our whare or call needing information,
- Build a supportive and respectful relationship with the whānau and listen actively to gain an understanding of their situation,
- Respond to referrals or enquiries by directing them to appropriate services,
- Have a strong working knowledge of the services of Te Oriori and Pūmotomoto as well as other Purapura Whetu services,
- Enter whaiora into our Client Management System,
- Support Manaakitia Midwife service and their whaiora,
- Work alongside team colleagues to support our wrap around Kaupapa service,
- Complete various administrative tasks as needed
- Provide stationary and printing as required,
- Support team by keeping kai (e.g tea and coffee supplies) topped up in all areas,



- Maintaining tidiness of the whare including wharepaku supplies,
- Ensure compliance with all health and safety policies and procedures as they relate to the provision of Te Oriori and Pūmotomoto services

**The following core competencies are expected:**

<b>Relating to Others</b>	<ul style="list-style-type: none"> <li>• Actively builds positive and productive working relationships, especially with ākongā and whānau,</li> <li>• Is approachable, open, non-defensive and transparent in dealing with others,</li> <li>• Is inclusive, supportive, and encouraging,</li> <li>• High level of cultural responsiveness,</li> <li>• Shares relevant knowledge.</li> </ul>
<b>Participating and Contributing</b>	<ul style="list-style-type: none"> <li>• Always supports and models Te Oriori/Pūmotomoto values,</li> <li>• Desire to make a positive impact on ākongā and whānau,</li> <li>• Supports and assists ākongā and their whānau in a positive manner,</li> <li>• Displays integrity and takes responsibility for own actions,</li> <li>• Works collaboratively and effectively as a team member,</li> <li>• Knowledge of community resources within the area.</li> </ul>
<b>Thinking and Communicating</b>	<ul style="list-style-type: none"> <li>• Conveys information clearly, logically, and accurately especially for whānau,</li> <li>• Actively listens to what others have to say,</li> <li>• Writes in an appropriate manner so that all communication is easily understood.</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>• Showing composure, grit, and a sense of perspective when the going gets tough, and maintain your own ability to bounce back from adversity.</li> </ul>
<b>Managing Self</b>	<ul style="list-style-type: none"> <li>• Accepts ownership for delivering to commitments,</li> <li>• Uses time productively,</li> <li>• Has a 'can do' attitude,</li> <li>• Is aware of the effect their words and attitudes have on others,</li> <li>• Patience and ability to work under pressure,</li> <li>• Plans and organises tasks on a day-to-day basis to achieve results.</li> </ul>

**Ngā pūmanawatanga ōu - What you will bring**

The Te Oriori and Pūmotomoto Administrator will have:

- Ability to work with whānau with aroha, manaakitanga and whakawhanaunatanga,
- Demonstrated ability to build strong working relationships,
- Commitment to Te Tiriti o Waitangi,
- Demonstrated cultural competency, including an understanding of ngā tikanga Māori,
- Have a sound knowledge of systems of support and have experience of navigating such systems,
- Have high levels of professionalism and able to maintain confidentiality and respect for shared information,



- Demonstrated excellent verbal and written communication skills including the ability to engage and actively listen,
- Can keep detailed and accurate records,
- Have resilience to handle stressful situations,
- Be computer literate and competent with Word, Excel, etc,
- Have a full, clean drivers' licence.

