



## POSITION DESCRIPTION

### Pūmotomoto Nurse – Community Based (Clinical)

<b>Location</b>	166 St Asaph St, City Centre, Christchurch 8011
<b>Group</b>	Pūmotomoto – Kahu Taurima First 2000 days
<b>Reports to</b>	Te Oriori & Pūmotomoto Team Lead/s
<b>Dates</b>	03 October 2023

#### **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 whanau in Ōtautahi.

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 & Wellbeing 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:**

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, Whanaungatanga, Wairuatanga, Hinengaro, Tinana, Ūkaipō and Matauranga Māori, to achieve lifelong growth and quality of life.

#### **NURSE IN PŪMOTOMOTO - THE FIRST 2000 DAYS (conception – 5 years)**

##### ***First 2000 days:***

We are developing a Kaupapa service 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.



## **NURSE: 0.4 FTE**

To be part of our new service, Pūmotomoto – supporting whānau and pēpi in the First 2000 days

- Registered Nurse with 5+ years' experience working in New Zealand (preferred)
- Holds a current practising certificate in New Zealand
- Public Health education knowledge and skills
- Experience and passion working with whānau and pēpi (Child Health)
- Antenatal experience desirable
- Well Child Tamariki Ora/Plunket experience desirable

The Registered Nurse (RN) will utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support whānau to manage their health. The RN practises independently and in collaboration with other health professionals within the team and organisation. They collaborate cross sectorally as required and are supported by regular professional supervision. The RN also provides comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care within a community NGO. This may occur in a range of settings in partnership with individuals, whānau and communities. The RN may practise in a variety of clinical contexts depending on the nurse's educational preparation and practice experience. The RN also uses this expertise to manage, teach and evaluate nursing and health practice. RNs are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet the legislative requirements and are supported by appropriate standards.

## **Te Oriori and Pūmotomoto**

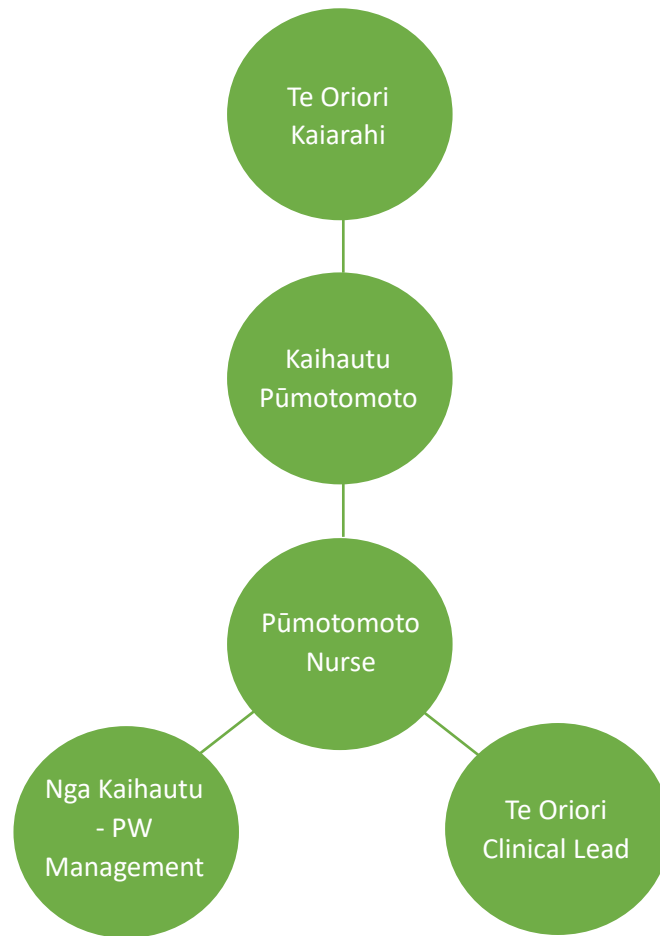
We are a kaupapa Māori mental health and wellbeing service, supporting whānau in Ōtautahi. Te Oriori is the original service provider that provides a range of free health and social support services for 0-12 year old and their whānau across Waitaha. It is supported under the guidance of Te Oriori.

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 which is an established Purapura Whetu service.

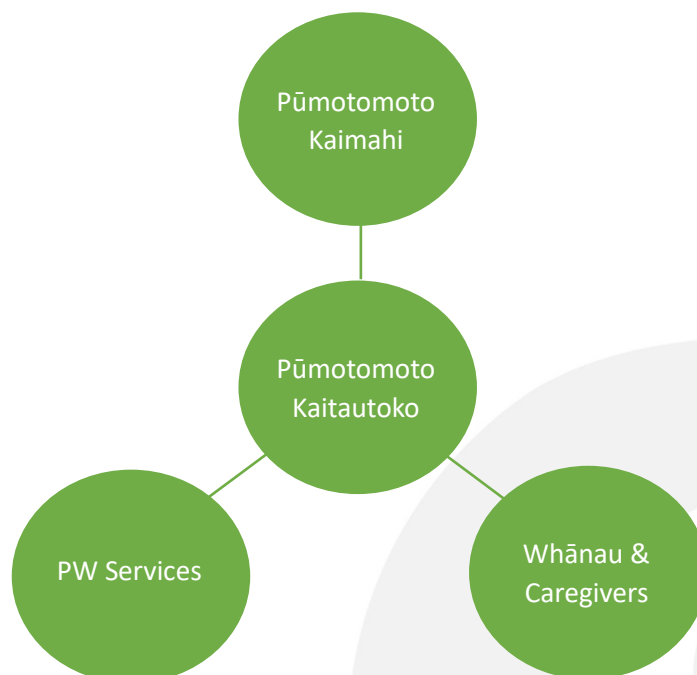
Our service is called Pūmotomoto, which is the long flute that traditionally chants māori wisdom and knowledge and whakapapa through the fontanelle of the pēpi in the womb, at birth and in infancy.

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.

Reports and accountable to:



Key Working Relationships:





External (include but not limited to those listed herein)





## All activities carried by Pūmotomoto Nurse 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 staff to use it consistently with confidence and ease. It has a cultural context that uses nga pou e ono as its structure.

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



Key Tasks		To assess and strengthen
<b>Promote and maintain effective and efficient teamwork.</b>	<ul style="list-style-type: none"> <li>• Work enthusiastically and positively as part of the <b>Pūmotomoto</b> team</li> <li>• Contribute to the activities of the team</li> <li>• Listen to and acknowledge other team members points of view</li> <li>• Take a 'helpful approach' toward the team by</li> <li>• stepping outside of own role to assist</li> </ul>	<p>Is a strong collaborator evidenced in commitment to a strong performing staff environment.</p> <p>Is helpful and supportive to others</p>
<b>Develop and maintain professional relationships.</b>	<ul style="list-style-type: none"> <li>• The <b>Nurse</b> develops and maintains positive professional working relationships with colleagues, stakeholders, and other professionals</li> <li>• Uses these relationships to benefit Purapura Whetu Trust strategic direction</li> </ul>	<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>
<b>Maintain Confidentiality</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of confidentiality in all facets of Purapura Whetu Trust business</li> <li>• Manages information securely</li> </ul>	<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>
<b>Policy Compliance</b>	<ul style="list-style-type: none"> <li>• Adheres to all policy and procedures</li> <li>• Adhere to all Health and Safety policies</li> <li>• Is confident in following the steps required for any hazard or potential safety risk</li> </ul>	<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>
<b>Maintain registration with an appropriate professional body.</b>	<ul style="list-style-type: none"> <li>• The knowledge and skill base required for effective performance is supported by Team Leader and Clinical Lead</li> <li>• Attendance at appropriate education and training that attracts a cost must be presented to the Kaihautu as a business case for consideration</li> </ul>	<p>To be consistently registered to maintain professional integrity Trainings/Education are value for money and contribute to the outcomes of Purapura Whetu Trust as an exemplary Māori provider</p>
<b>Vision, Mission and Values</b>	<ul style="list-style-type: none"> <li>• Understands and embeds in practice the whakatauki that underpins Purapura Whetu Trust</li> </ul>	<p>The vision, mission and values of the Trust are displayed in all work practices</p>



<p><b>Health and Safety</b> Leading and maintaining a high quality, safe, and secure work environment By following relevant PW policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<ul style="list-style-type: none"> <li>• All PW staff are required to meet all Health &amp; 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"> <li>• Personal commitment to zero harm</li> <li>• Reporting for duty in a fit state, including but not limited to being free from the influence of alcohol or other drugs</li> <li>• Ensuring personal health, safety, and wellbeing and that of others</li> <li>• Reporting, managing, and investigating actual or potential hazards via the incident reporting system</li> <li>• Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive</li> <li>• Using all protective equipment provided, as appropriate</li> <li>• 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</li> <li>• Ensuring that all accidents or incidents are promptly reported using Safe365</li> <li>• Seeking advice from your Team Leader if unsure of any work practices</li> <li>• Contributing to initiatives aimed at improving health, safety, and wellbeing</li> <li>• Complying with all health and safety policies when providing care in the community</li> <li>• 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</li> </ul> </li> </ul>	
<p><b>Quality Leading and managing a quality service and taking an active role in quality activities; identifying areas of improvement.</b> Actively managing</p>	<ul style="list-style-type: none"> <li>• Every PW staff member is responsible for ensuring a quality service is provided. This includes:             <ul style="list-style-type: none"> <li>• Identifying and actioning quality improvement</li> <li>• activities in collaboration with Team Leader and Clinical Lead and other key stakeholders</li> </ul> </li> </ul>	



<p><b>threats to a quality service</b></p>	<ul style="list-style-type: none"> <li>Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes</li> <li>Setting quality standards in conjunction with the</li> <li><b>Team Leader and Clinical Lead</b></li> </ul>	
<p><b>Reporting line, base, hours of work, and work resources</b></p> <p>Maintaining appropriate practice hours to maintain clinical competence</p>	<ul style="list-style-type: none"> <li>Reports as required to the Team Leader</li> <li>Negotiates all hours of work with Team Leader</li> <li>Maintains appropriate practice hours to maintain continuing competence requirements and an Annual Practising Certificate</li> <li>Meets annually with the Team Leader to review progress against key deliverables.</li> <li>Ensures that all reporting is timely and accurate,</li> <li>Maintains a PW mobile phone and surface pro; maintaining replacement as required and returns all resources if exits the role.</li> </ul>	

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





<b>Qualifications &amp; Experience:</b>
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| <ul style="list-style-type: none"><li>• Current Full NZ driver's license</li><li>• Pass a Police check</li><li>• Recent experience working in Health, social services, or education.</li><li>• Knowledge of and experience working with the Māori community.</li><li>• Knowledge of Te Reo, Tikanga and Kawa.</li><li>• Current First Aid Certificate.</li><li>• Knowledge of and experience working with Microsoft products.</li><li>• Knowledge of a Maori world view and the confidence to embed this world view</li><li>• Knowledge of client/worker safety</li><li>• Excellent Interpersonal skills</li><li>• Effective time management/organisational skills.</li></ul> |
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<b>Training and professional development:</b>
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Training and professional development is supported. Funding for this will be assessed on application and is on a case by case basis.
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