

POSITION DESCRIPTION

Pūmotomoto Kaitautoko – Community Support Worker (Non-Clinical)

Location	166 St Asaph St, City Centre, Christchurch 8011
Group	Pūmotomoto – Kahu Taurima First 2000 days
Reports to	Te Oriori & Pūmotomoto Team Lead/s
Dated	3 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, Ukaipo and Matauranga Maori, to achieve lifelong growth and quality of life.

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. 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 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.

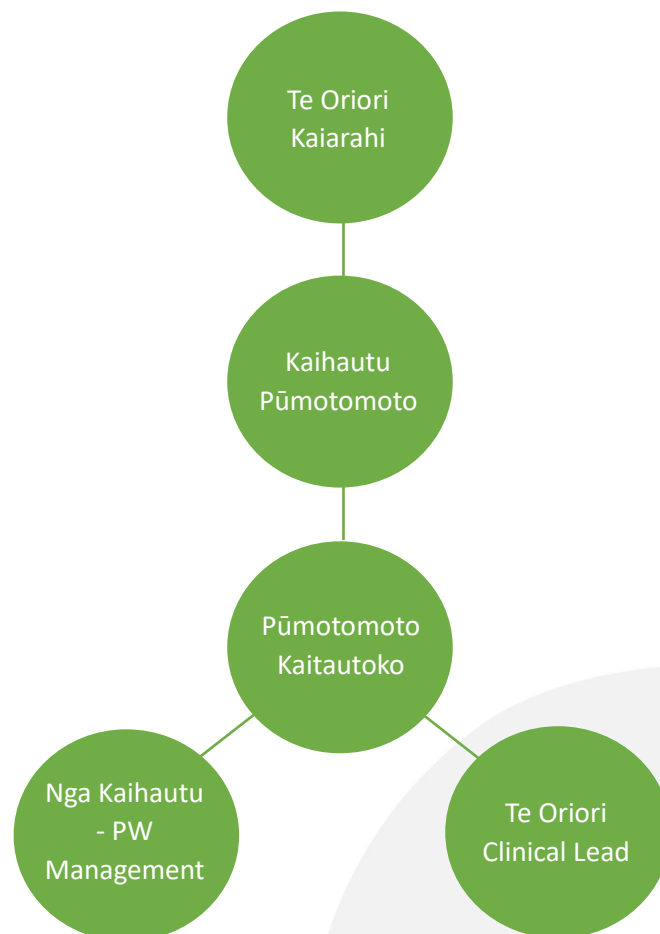
Role overview

The role of Pūmotomoto Kaitautoko is to provide a range of free and accessible health and social services for Maori as a first priority to help achieve the vision of Purapura Whetu Trust throughout Ōtautahi.

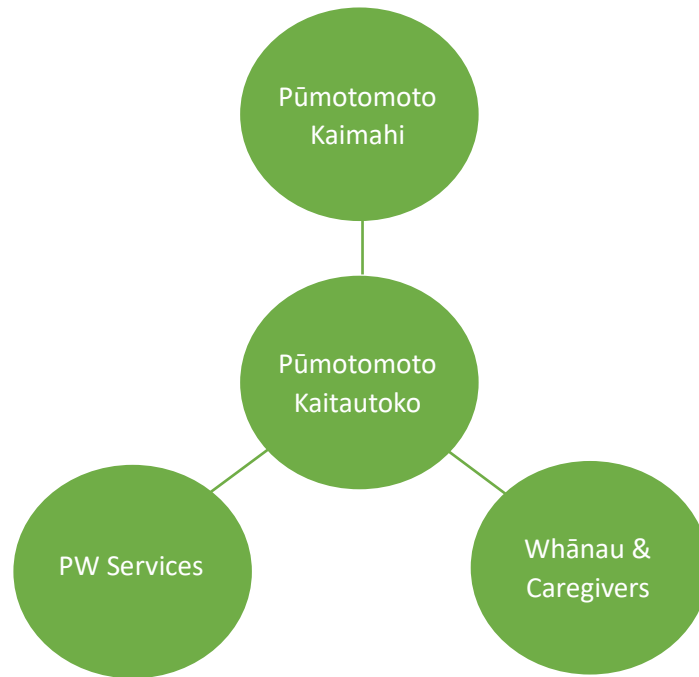
The role focuses on supporting tangata whaiora and their whanau in the wider community to plan, set, and achieve goals to increase overall well-being. This may include support and advocacy for them and their pēpi within primary and secondary health settings as outlined in our Kahu Taurima initiatives.

Depending on skill base and experience, there may be opportunities for involvement in group space activities in education for whānau in the areas of parent education both ante and postnatally.

Reports To:



Key Working Relationships:



External (include but not limited to those listed herein)





All activities carried by Pūmotomoto Kaitautoko 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 e ono as its structure.

Nga Pou e ono	To assess 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 Tasks		To assess and strengthen
Promote and maintain effective and efficient teamwork.	<ul style="list-style-type: none"> • Work enthusiastically and positively as part of the Pūmotomoto 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 Kaitautoko 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.	<ul style="list-style-type: none"> • The knowledge and skill base required for effective performance is supported by Team Leader and Clinical Lead • Attendance at appropriate education and training that attracts a cost must be presented to the Kaihoutu as a business case for consideration 	<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>
Vision, Mission and Values	<ul style="list-style-type: none"> • Understands and embeds in practice the Whakatauki that underpins Purapura Whetu Trust 	<p>The vision, mission and values of the Trust are displayed in all work practices.</p>



Key Tasks		To assess and strengthen
<p>Health and Safety 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"> • 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: • 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 	
<p>Quality Leading and managing a quality service and taking an active role in quality activities; identifying areas of improvement.</p>	<ul style="list-style-type: none"> • Every PW staff member is responsible for ensuring a quality service is provided. This includes: • Identifying and actioning quality improvement • activities in collaboration with Team Leader and Clinical Lead and other key 	



<p>Actively managing threats to a quality service</p>	<p>stakeholders</p> <ul style="list-style-type: none"> 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 and Clinical Lead 	
<p>Reporting line, base, hours of work, and work resources</p> <p>Maintaining appropriate practice hours to maintain clinical competence</p>	<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 Practising 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. 	

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.

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:

- Current Full NZ driver's license
- Pass a Police check
- National Certificate in Mental Health Support Work/Health and Wellbeing (level 4).
- Midwifery, early childhood education, Child, and Family psychology.
- Play Centre or Kōhanga Reo Supervisor.
- Social work or Counselling.
- Recent experience working in Health, social services, or education.
- Knowledge of and experience working with the Māori community.
- Knowledge of Te Reo, Tikanga and Kawa.
- Knowledge of and experience working with Government and community agencies.
- Current First Aid Certificate.
- Knowledge of and experience working with Microsoft products.
- Knowledge of a Maori world view and the confidence to embed this world view into counselling sessions
- Knowledge of client/worker safety
- Excellent Interpersonal skills
- Effective time management/organisational skills.

Training and professional development:

All employees in non-clinical roles will be required to obtain the following certification during their employment with Purapura Whetu Trust.

- First Aid (ongoing)
- Mental Health 101
- Addiction 101
- Safer home visiting in Community Work
- Effective note writing for Community Support Workers
- Boundaries and Ethics in Health and Community Settings
- Self-Harm and Suicidal Behavior: Screening and Management
- Workplace Diversity: Building Relationships and Successfully Working Together
- Suicide Prevention

Professional development is arranged by the Purapura Whetu Administrator. Cancellations due to sickness and urgent work-related commitments must be emailed to office@pw.maori.nz as soon as possible.