

## **POSITION DESCRIPTION**

# **Canterbury**

## **District Health Board**

Te Poari Hauora o Waitaha

June 2010

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Pukenga Atawhai

### **REPORTS TO (Title):**

Unit Manager / Te Pakeke

### **REPORTS ON A DAILY BASIS TO:**

Clinical Co-ordinator or Manager

### **PRINCIPAL OBJECTIVES**

To improve the health status of Tangata Whaiora and Whanau through casework, good communication and application of the concepts of Tikanga Maori throughout all activities related to the well being of Tangata Whaiora and Whanau.

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients/Tangata Whaiora)

#### **INTERNALLY:**

1	Te Kāhui Pou Hauora
2	Kaumātua and Taua – Canterbury District Health Board
3	Service and Unit Managers – Special Mental Health Services
4	
5	

#### **EXTERNALLY:**

1	Whanau
2	Hapu
3	Iwi
4	Community Agencies
5	

**KEY PERFORMANCE OBJECTIVES:**

Task	Provide a culturally appropriate climate of care
Expected Result	A Māori viewpoint of health for Tangata Whaiora and Whanau is promoted through Tikanga Māori concepts being applied to all assessment and treatment related activities.
Task	Use Te Arotakenga / Māori Cultural Assessment process to tautoko / manaaki (support & care) all assessments and treatment of Tangata Whaiora.
Expected Result	Cultural assessments and progress notes of all individuals, groups and interviews are maintained.
Task	Participation into Multi Disciplinary Team meetings in planning of individual treatments.
Expected Result	Regular reporting of progress of Tangata Whaiora to Multi Disciplinary Team, Case Managers, Clinical meetings and Te Korowai Atawhai (Whanaungatanga Day).
Task	Apply appropriate cultural considerations to individual Hauora Maori treatment plan, thereby making the service more acceptable to Tangata Whaiora and Whanau.
Expected Result	The entry of Tangata Whaiora and Whanau into the service will have tautoko and manaaki to ensure support at initial contact; transition and discharge process.
Task	Te Arotakenga / Cultural Assessment is undertaken alongside the generic multi disciplinary assessment.
Expected Result	Te Arotakenga / Cultural Assessment will clearly identify for Multi Disciplinary Team the cultural issues needing to be addressed.
Task	Service is assisted in ensuring individual Hauora / treatment plans incorporate appropriate cultural perspectives for Tangata Whaiora and Whanau.
Expected Result	Cultural direction is contributed to the Multi Disciplinary Team's process of clinical planning for Tangata Whaiora and Whanau.
Task	Regular feedback is given to Staff / Multi Disciplinary Teams on the cultural aspects of service delivery.
Expected Result	Able to demonstrate knowledge of Tangata Whenua with particular reference to the local Iwi, Hapu and marae structure and kawa.
Task	Cultural consultation is provided to Staff / Multi Disciplinary Teams in order to facilitate the provision of culturally safe service for Tangata Whaiora and Whanau.
Expected Result	Contribution to Unit Policies and Procedures ensures cultural appropriateness.
Task	Development and maintenance of tribal, Iwi, Hapu and Whanau networks as a whanaungatanga base for Tangata Whaiora is maintained to ensure that Tangata Whaiora receive appropriate follow-up by other groups / agencies.
Expected Result	To maintain relationships with Iwi, Hapu, Whanau and other Community agencies to ensure appropriate follow up.
Task	Communication with Māori community / resources and other community agencies is established and maintained, and relevant regular meetings are attended to assist Māori Whanau to know the services available.
Expected Result	Networks are maintained to enhance recognition of Māori Mental Health promotional activities.

**HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **QUALIFICATIONS & EXPERIENCE:**

The overall personal quality being sought is a commitment to achieving Canterbury District Health Board's objectives by promoting a healthy Canterbury and improving the Mental Health Service for Tangata Whaiora and Whanau.

The ideal appointee will have the following qualifications, attributes and competencies:

#### **Essential**

- Knowledge of Te Reo Māori me ona Tikanga Māori
- Good oral and written English and Māori
- Current drivers license
- Ability to maintain confidentiality and use discretion
- Ability to work unsupervised and prioritise workloads
- Ability to work co-operatively and efficiently
- Good organisational skills
- Commitment to on-going self development
- Ability to facilitate groups
- Have reasonable computer skills (or be prepared to undertake training in this area)

#### **Desirable**

- Knowledge of Tikanga Māori essential
- Mature outlook / life experience
- Experience of Te Reo Māori in a work environment an advantage
- Background experience and knowledge of Hauora Māori.
- Ability to provide inspirational and motivational leadership

**PERSONAL ATTRIBUTES:**

- Able to maintain confidentiality and use discretion
- Able to work unsupervised and prioritise workloads
- Able to work co-operatively and efficiently
- Good organisational and interpersonal, oral, written communication skills
- Must be culturally sensitive with an understanding of the Principles and Articles of the Treaty of Waitangi

Commitment to on-going self development

**MANDATORY****Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

**DESIRABLE**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.