

## **POSITION DESCRIPTION**

# **Canterbury**

## **District Health Board**

Te Poari Hauora o Waitaha

27 Dec 2019

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.

### **TE TURANGA / POSITION TITLE:**

Kaiāwhina Whaea me ngā Pēpi  
(Māori Health Worker, Women's and Children's Health)

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

Kaiārahi, Ngā Ratonga Hauora Māori

### **HOURS OF WORK:**

40 hours per week: Monday - Friday

### **CLINICAL ACCOUNTABILITY:**

Allied Health Leader, Women's and Children's Health  
(W&CH)

### **CULTURAL ACCOUNTABILITY:**

- Executive Director of Māori and Pacific Health
- Kaiarahi Hauora Maori
- Hauora Maori team members

### **PRINCIPAL OBJECTIVES:**

To support, facilitate, promote and co-ordinate positive care outcomes for Māori Consumers of Women's and Children's Health Services [Gynaecology, Maternity, Neonatal Services], their babies and family/whānau through good communication and application of the concepts of Tikanga Māori throughout all activities related to their health and wellbeing. This service extends to babies identified by their parents as Māori, although the mother or father may be of another ethnicity.

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

|    |  |
|----|--|
| 1  | General Manager – Christchurch Hospital Campus                             |
| 2  | Services Manager – Women's and Children's Health                           |
| 3  | Nursing Director   |
| 4  | Director of Midwifery  |
| 5  | Clinical Directors   |
| 6  | Clinical Educators, Charge Nurses, Charge Midwives, Neonatal Nurse Manager |
| 7  | Medical Staff  |
| 8  | Nursing Staff  |
| 9  | Midwifery Staff  |
| 10 | Allied Health Staff  |
| 11 | Support Staff  |
| 12 | Gynaecology/Oncology Team  |

|    |   |
|----|---|
| 13 | Chaplaincy                                  |
| 14 | Te Ao Marama (All other CDHB Māori Workers) |
| 15 | Child Protection Co-ordinator               |
|    |   |

**EXTERNALLY:**

|   |   |
|---|---|
| 1 | Patients and their whānau                                 |
| 2 | Te Puawaitanga o Tamariki Ora – Māori Well child Services |
| 3 | He Waka Tapu – Māori Health and Social Services           |
| 4 | Waipuna Community Trust                                   |
| 5 | Early Start   |
| 6 | Family Help Trust   |
| 7 | Lead Maternity Carers                                     |
| 8 | Plunket   |
| 9 | Canterbury Breastfeeding Network                          |
|   |   |

**NGA MATAURANGA / KEY EXPECTATIONS:**

|                      |  |
|----------------------|--|
| <b>Task 1</b>        | <b>Lead the continual improvement in the provision of a culturally appropriate and safe climate of care.</b>   |
| Expected Result      | <ul style="list-style-type: none"> <li>• A Māori viewpoint of health for ngā wahine me ngā pēpi and their whanau is promoted through Tikanga Māori concepts, the CDHB Māori policies Volume 2 Legal and Quality, the Women’s and Children’s Health cultural policies, and appropriate cultural assessment processes being applied to all activities related to wahine health and wellbeing.</li> <li>• Model and promote respect for the outcomes associated with cultural concepts and values to mainstream staff within Women’s and Children’s Health in the multi-disciplinary teams in the Gynaecology, Maternity and Neonatal service areas.</li> <li>• Provide credible cultural input to multi-disciplinary teams in the planning of care pathways for ngā wahine me ngā pēpi.</li> </ul> |
| Performance Measures | <ul style="list-style-type: none"> <li>• Documentation in clinical records including cultural assessments of all individuals, groups and interviews is maintained as appropriate.</li> <li>• Monthly reporting and progress of own caseload as a co-worker with other members of the team is provided to the General Manager, Service Managers and the Cultural Advisory Komiti.</li> <li>• Input to Child Safety requirements is provided as appropriate</li> <li>• Compliance with Document control procedures is evident.</li> </ul>  |

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|                      | <ul style="list-style-type: none"> <li>• Service areas (multi-disciplinary teams) work alongside the Māori Health Worker (MHW) to incorporate appropriate cultural perspective's for ngā wahine me ngā pēpi and whānau.</li> <li>• Access to Women's and Children's Health services is facilitated for ngā wahine, ngā pēpi me ngā whānau by Kaiāwhina Whaea me ngā Pēpi: <ol style="list-style-type: none"> <li>1. By ensuring first and ongoing contacts with the service are managed in a culturally appropriate manner.</li> <li>2. By determining the kawa (protocol), Tikanga Recommended Best Practice as appropriate.</li> <li>3. By informing ngā wahine and whānau about the role of Kaiāwhina Whaea me Ngā Pēpi as part of the multi-disciplinary teams.</li> <li>4. By introducing them to the service.</li> <li>5. By explaining the service's processes and procedures.</li> <li>6. By facilitating and coordinating on-going contact as appropriate.</li> </ol> </li> </ul> |
| <b>Task 2</b>        | <b>Initiate and promote an understanding of Tikanga Māori to all staff / multi-disciplinary team members that assist WCH operational commitment to the Treaty of Waitangi, and the implementation of the Canterbury DHB's Māori Health Plan, <i>Whakamahere Hauora Māori ki Waitaha</i>.</b>   |
| Expected Result      | <ul style="list-style-type: none"> <li>• Regular education and feedback are given to staff / multi-disciplinary team on the cultural aspects of service delivery.</li> <li>• Cultural consultation is provided to staff / multi-disciplinary team in order to facilitate the provision of culturally safe service for ngā wahine.</li> <li>• Attendance at regular case review meetings as appropriate e.g. Special Children's Assessment Network, and Social Workers.</li> </ul>  |
| Performance Measures | <ul style="list-style-type: none"> <li>• Able to demonstrate knowledge of Tangata Whenua, with particular reference to the local Iwi, Hapu and Marae structures and kawa. GM, Service Managers and Charge Nurses, Midwives, Nurses, Kaiarahi Rōpū are informed of areas where improvement or enhancement may be made to ensure culturally safe service delivery and staying connected meetings.</li> <li>• Contribution to W&amp;CH Policies and Procedures and other appropriate projects / initiatives to ensure cultural appropriateness is evidenced.</li> </ul>   |
| <b>Task 3</b>        | <b>Lead and develop relationships between Women's and Children's Health and relevant Māori and community agencies.</b>   |
| Expected Result      | <ul style="list-style-type: none"> <li>• Development and maintenance of tribal, Iwi, Hapu and Whānau networks as a whānau base for ngā wahine is maintained, to ensure that ngā wahine are linked to receive follow up and support from other relevant groups / agencies where appropriate.</li> <li>• Liaison with external Māori stakeholders to ensure health priorities and health solutions are developed that are appropriate to community needs and consistent with CDHB and ECH strategic directions occurs.</li> <li>• Communication with the Māori community / resources and other community agencies is established and maintained.</li> </ul>  |
| Performance Measures | <ul style="list-style-type: none"> <li>• Feedback is provided to the multi-disciplinary team developing solutions as a result of health issues and priorities identified by the community and staff / multi-disciplinary team.</li> <li>• A public relations service is provided to the Māori community so that they become aware of the services provided by Women's and Children's Health.</li> <li>• Networks are developed that enhance recognition of wahine and tamariki health and relevant promotional activities are developed with assistance.</li> </ul>  |
| <b>Task 4</b>        | <b>Participation in ongoing personal development</b>   |

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| Expected Result      | <ul style="list-style-type: none"> <li>• Career development pathway agreed with Kaiarahi Rōpū.</li> <li>• Participation in appropriate Māori training hui, sessions and courses to further enhance own development, Tikanga Māori is maintained.</li> <li>• Education / Training programmes to facilitate own learning and development are attended.</li> </ul> |
| Performance Measures | <ul style="list-style-type: none"> <li>• Attendance at planned cultural supervision and activities as applicable and as they occur.</li> </ul>  |

### **HEALTH & SAFETY:**

Maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others.
- Make unsafe work situations safe or, inform a supervisor or manager.
- Knowledge of hazards in the work area and the procedures in place to identify and control hazards.
- Use Personal Protective Equipment and clothing correctly and when required.
- Report hazards, incidents, accidents, and near misses promptly and accurately.
- Seek advice from manager if unsure of work practices.
- Complete mandatory training as required.
- Knowledge of emergency procedures and evacuation plans.
- Assist in maintenance of equipment as required and report faulty equipment promptly.
- Actively practice clinical Standard Precautions.

### **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.

### **PERSONAL ATTRIBUTES:**

- The overall personal quality being sought is a commitment to achieving Canterbury District Health Board's strategic objectives by promoting a healthy Canterbury and improving Women's and Children's Health Service for ngā wahine me ngā pēpi and their whanau.
- The ideal appointee will have the following qualifications, attributes and competencies:

### **QUALIFICATIONS & EXPERIENCE:**

#### Essential

- Knowledge of Tikanga Māori and Te Reo.
- Good oral and written communication skills.
- Current Driving Licence.
- Maturity and life experience.
- Ability to maintain confidentiality and use discretion.
- Ability to work unsupervised and prioritise workloads.
- Ability to work co-operatively and efficiently.
- Ability to work as part of a team.
- Good organisational skills.
- Commitment to ongoing self-development.

- Evidence of tertiary level study, in Hauora Māori, community work or clinical skills e.g. nursing, midwifery, social work.
- Ability to influence others.
- Experience in training other staff on Tikanga Māori and Te Reo.

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.