POSITION DESCRIPTION

Te Whatu Ora
Health New Zealand
Waitaha Canterbury

2 June 2023

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

Te Whatu Ora is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision
Te Whatu Ora's vision is to improve the health and well being of the people living in Waitaha.

Organisational Values

- Manaaki me te whakaute i te tangata — Care & respect for others.
- Hāpai i ā mātou mahi katoa i runga i te pono — Integrity in all we do.
- Te Takohanga i ngā hua — Responsibility for outcomes.

POSITION TITLE:	Kaimahi Hauora Māori – Māori Health Worker Oncology
REPORTS TO:	Kaiwhakahaere – Hauora Māori
REPORTS ON A DAILY BASIS TO:	Kaiwhakahaere – Hauora Māori

PRINCIPAL OBJECTIVES:

- Support the provision of a Māori health service alongside in-patient clinical services across the Christchurch campus.
- Support service delivery consistent with Tikanga Best Practice standards, to best meet the needs of tūroro Māori and their whānau.
- Implement models of care (Te Whare Tapa Whā - Māori health model) as the way of working for Hauora Māori staff.
- Provide support, guidance, and input to clinical and allied health service staff through involvement in multidisciplinary clinical teams and networks.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Kaiwhakahaere – Hauora Māori
2	Ward and Service staff, Christchurch campus
3	Hauora Māori staff
4	Te Whatu Ora Māori staff and services
5	Director Allied Health Christchurch Campus
6	Service Manager/Charge Nurse Manager – Specific Service

EXTERNALLY:

1	Tūroro and their whānau, hapū and iwi, caregivers, significant others
2	Community Māori health providers, agencies, NGO's
3	Māori networks and organisations

KEY PERFORMANCE OBJECTIVES:

Task 1	**To assist in developing an environment of opportunity and choice for tūroro and whānau consistent with Te Tiriti o Waitangi**
Expected Result	• Partnership – Work together with the patient and his/her whānau to deliver a patient-centred service.
	• Protection – Gain an understanding of the way each patient / whānau sees the situation.
	• Participation – Create opportunities for patient/whānau to actively participate in the management of his/her health.

Task 2	**Provide guidance, support, and facilitation to Māori patients to deliver a quality bi-cultural service**
Expected Result	• Engage with Māori patients and whānau on entry to hospital services
	• Conduct a cultural assessment process that is consistent with Tikanga best practice guidelines, as a component of the overall care of the tūroro.
	• Participate and contribute to multi-disciplinary meetings by providing "informed" and constructive cultural perspectives to staff which may benefit tūroro.
	• Facilitate / host whānau hui and support them through hui as appropriate.
	• Advocate for and support tūroro and whānau to ensure effective participation and access to health care.

Task 3	**Record and complete patient interactions in clinical records to agreed standards to aid treatment planning**
Expected Result	• Oral and written communication completed to professional standards and in a timely manner. In use of any of the following Patient management systems. Cortex, Health Connect South, Mosaic, South Island patient management system.
	• Comply with Te Whatu Ora Corporate Records Management policy requirements to create and maintain full and accurate records.

Task 4	**Provide Health information / education to Māori patients and whānau to enhance recovery and support positive changes in behaviours.**
Expected Result	• Actively refer patients to Māori and primary health services in a timely manner.
	• Assist tūroro and whānau to access appropriate information to enhance management of own health needs.

Task 5	**Build and maintain collaborative relationships for benefit of Māori patient and whānau.**
Expected Result	• Provide support and act as a resource for staff.
	• Maintain active communication with whānau, community, hapū and iwi and manage the expectations of all stakeholders.

Task 6	**Contribute to service / team planning and development.**
Expected Result	• Contribute to staff and team development.
	• Participate in team planning as required; with emphasis on identifying key priority areas for Māori health and wellness.

HEALTH & SAFETY:

- Observe all Te Whatu Ora safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazards 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 Te Whatu Ora 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 Te Whatu Ora 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:

Essential:

- A relevant tertiary qualification and/or
- **Substantial** experience in Māori health or social sectors, and community development.
- Extensive knowledge of Tikanga and Māori social and community structures.
- An understanding and knowledge of Te Reo and Tikanga Māori.
- Knowledge of and commitment to Te Tiriti o Waitangi and biculturalism.
- Strong communication, analytical and social skills.
- Good oral and written communication skills.
- Ability to work within a team setting both within the hospital setting and te taha Māori.
- Good organisational skills.
- Ability to plan and work independently in a responsible manner.

Desirable:

- Intermediate computer skills.
- Familiarity with project and quality assurance processes.

PERSONAL ATTRIBUTES:

Key Behaviours

- A person of integrity, who can maintain confidentiality, is tactful and sensitive in dealing with people.
- Be highly motivated, able to multi-task and work with a wide range of people and organisations.
- Able to demonstrate a high level of personal discipline, professionalism, and impartiality in often contentious and complex situations and have a mature outlook on life.
- Able to respond quickly to demand, work under pressure, and cope effectively with episodic stress.
- Able to take a creative, constructive, and proactive approach to problem identification and resolution within the area of responsibility.
- Accepts responsibility for actions.
- Willing to learn and extend personal knowledge.

This position description intends 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.

DECLARATION:

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

a) This position description may be amended by the employer following reasonable notice to me.
b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position holder's name:

Position holder's signature:

Manager's name:

Manager's signature:

Date of signing: