**SOUTHERN RANGITIKEI HAOURA POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Position** | Kaituruki Hauora |
| **Direct Report to:** | Day to day operations  **Kaitātaki Ratonga Haumanu-** Clinical Services Team Lead |
| **Scope of Practice** | Non-Clinical |
| **Working relationship:** | **INTERNAL:**  Reception and Administrative Staff  Manager  General Practitioners  Nurse Practitioners  Kaiāwhina  Whānau Ora  Other non-regulated staff members  **EXTERNAL:**  Patients, whānau, and community  Te Rūnanga o Ngā Wairiki Ngāti Apa kaimahi  Whanganui Regional Health Network staff  Visitors/Manuhiri  Iwi Practice Providers  Other visiting Health Providers  Hospital and Community Services  Te Whatu Ora |
| **Staff responsibility:** | nil |
| **Job purpose** | This role is grounded in a kaupapa Māori approach and is fully embedded within the Stewart Street Surgery general practice team. The purpose is to support whānau to strengthen their own hauora by building knowledge, confidence, and capability so they can lead their own wellbeing journeys and achieve self-identified goals.  You will work in partnership with whānau, walking alongside them to support lifestyle changes, reduce risky behaviours, manage stress, and uplift both mental and physical wellbeing. This mahi requires a strengths-based approach that honours the mana of each person and recognises the interconnectedness of tinana, hinengaro, wairua, and whānau.  In collaboration with the Health Improvement Practitioner (HIP) and the wider team, this role also supports the upskilling of the general practice workforce, building confidence and cultural capability to better meet the needs of whānau experiencing mental health and/or alcohol and other drug (AOD) challenges particularly for Māori and other priority populations.  You will contribute to addressing inequities in health outcomes, actively working to reduce barriers to care and promote access to early intervention and support within a whānau-centric, integrated model of care.  The role embraces a stepped care approach, ensuring that whānau can move smoothly between services within primary care, and when necessary, be connected to secondary or kaupapa Māori mental health and addiction services, NGO supports, and other community-based providers.  You will also collaborate with other Health Coaches, Peer Support Workers, HIPs, Kaiāwhina, and the WRHN Programme Lead, to continuously develop and adapt the service to meet the unique needs and aspirations of whānau in the Whanganui and Rangitīkei rohe.  *All members of the Southern Rangitīkei Hauora workforce must be able to demonstrate the ability to consider & deliver a service that addresses the health needs of patients and their whānau across the continuum of care. It is encouraged that service delivery is underpinned by a whānau ora centred approach that encompasses the wellbeing journey of both patient and whānau*. |

|  |  |
| --- | --- |
| **NGĀ PAIAKA MATUA** | |
| **Manaakitanga**  *Care and Respect* | Treating people with unconditional care and respect. This behaviour will define the culture of our Rūnanga, as a place of warmth and hospitality, where everyone feels equal, and everyone feels welcome. Mana enhancing behaviour is to be a theme in all that we do. |
| **Te Reo me ngā Tikanga**  *Culture and Language* | Our Rūnanga will teach, learn, uphold and use our reo and our tikanga and will become a hub for the revitalisation of these taonga tuku iho. |
| **Kotahitanga**  *Unity* | Working with others in many shapes and forms to achieve positive outcomes for everyone. This Rūnanga will value relationships and partnerships, and will continually put sustainable positive outcomes for whānau, hapū and community ahead of self interest in everything that we do. |
| **Wairuatanga**  *Spirituality* | It is understood that our ancestors were deeply spiritual people. Our Rūnanga will uphold tikanga that accommodates karakia and practises from both the te ao tawhito (pre-European) and Christian foundations handed down by our tupuna. Additionally, our Rūnanga will be a place of spiritual and religious tolerance and freedom. |
| **Whanaungatanga**  *Sense of family connection and belonging* | This Rūnanga is a place where our whānau, hapū and Iwi, local Māori, Pasifika and the community at large are drawn and they feel they belong. |
| **Kaitiakitanga**  *Guardianship* | Caring for our environment is the challenge of our generation. Our Rūnanga will work with our hapū to protect and enhance the physical environment in which we live in everything we are associated with. This is vital work to ensure a sustainable future for our mokopuna and generations to come. |
| **Rangatiratanga**  *Leadership* | Demonstrating leadership to uphold Ngā Paiaka Matua and represent our Ngā Wairikitanga and our Ngāti Apatanga, consistent with the values of our tupuna. Rūnanga leadership will be proud, committed, passionate and authentic in all that we do on behalf of our whānau, hapū and Iwi. |
| **Whakapapa**  *Genealogy* | Revered lines of descent from ancestors such as Paerangi and Ruatea and many other famous ancestors are central to our identity and our unity as Ngā Wairiki and Ngāti Apa. This Rūnanga will work with our hapū to collect, record and share whakapapa as a hub where our people can reconnect. |
| **Ūkaipōtanga**  *Love for our tupuna whenua and wai* | Ancestral lands, wetlands, lakes, rivers, streams and the ocean are central to Ngā Wairiki and Ngāti Apa identity. This Rūnanga will work in a way that puts our people back in contact with their whenua and wai in a manner that fosters real love for these places. This love for our tupuna whenua and wai is to be shared with the community to foster understanding and to promote our values and identity. |

|  |
| --- |
| **WHO ARE WE?** |
| Te Rūnanga o Ngā Wairiki – Ngāti Apa and its associated Group of entities has responsibilities to work with our whānau, hapū and Iwi to protect Ngā Wairiki – Ngāti Apa values for the environment, as well as to lead an iwi response to climate change and protecting and growing remaining biodiversity within the rohe. We work in alignment with our tikanga values, called “Ngā Paiaka Matua”. These values are listed in the next section.  The Rūnanga has operated since 1989, and has made significant gains, including the completion of Treaty settlements, which has seen an asset base returned to the Iwi, the management of which has been delegated to Ngā Wairiki – Ngāti Apa Developments Limited. The iwi has experienced considerable growth since 2011 when Treaty assets were received. The Rūnanga is growing in staffing and development and has a range of direct local investments taking shape. At the same time, the Group is growing in its range of social and taiao programmes aligned to the direct investments and asset development.  Our core strategic themes are:   * + Whakarato – serve   + Tūhono – engage   + Hapū Ora – hapū development   + Tiaki – protect   + Whakatupu – grow   Our promise: We are who we say we are, and we do what we say we will do.  Our organisational objective: To translate our core values, Ngā Paiaka Matua, into meaningful and achievable practices and behaviours. |

**General Provisions**

* Actively participate in Te Rūnanga o Ngā Wairiki Ngāti Apa Kaupapa activities including attending hui, Karakia, whakawhānaungatanga, waiata sessions etc;
* Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
* Ensure you maintain an accurate and up to date understanding of Rūnanga Group policies and that you always uphold these.
* Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
* Proactively promote Te Rūnanga o Ngā Wairiki – Ngāti Apa in a positive light in all activities
* Actively participate in ongoing professional development and in service training opportunities
* Actively participate in clinical supervision when required to
* Demonstrates an awareness and knowledge of relevant legislation (for example – Te Tiriti o Waitangi, Code of Health and Disability, Health Practitioners Competence Assurance Act. Privacy Act, Health and Safety Act

**PERSON SPECIFICATION**

**Essential**

* Has been or is willing to be trained as a Stanford self-management peer leader (this can be provided locally)
* Has or will attend a recognised Health Coaching training Programme (will be provided nationally)
* Proven ability and competence to deliver the service
* Police check and VCA Workers Safety Check is completed and is of an acceptable standard

**Desirable**

* Ability to converse and understand Te Reo Māori me ngā tikanga or basic everyday use
* Current clean NZ full driver license

**Personal Attributes & Skills (Working towards)**

* Knowledge of tikanga o Ngā Wairiki Ngāti Apa
* Ability to analyse and assess risk
* Writing ability capable of producing reports and recommendations with clear logic
* Ability to communicate complex, sensitive and contentious information
* Good time management skills of workload
* Commitment to Whānau, Hapū, Iwi me Hāpori.
* Understand and practice Te Rūnanga o Ngā Wairiki Ngāti Apa values and principles that underpin the vision of the organisation.
* Ability and willingness to work positively as a member of a team

|  |  |
| --- | --- |
|  | **Key Responsibilites** |
| **Whānau-Centred Service Delivery**  *Empowering whānau to reach their health and wellbeing goals through culturally safe, holistic health coaching* | The Kaituruki supports whānau to take an active role in their hauora journey by providing culturally safe, holistic health coaching grounded in kaupapa Māori values. This includes:  *Self-management support is provided through:*   * Clear information delivery and health literacy enhancement * Teaching of health management, behaviour change, and problem-solving skills * Facilitating participation and follow-up in health services * Co-developing personalised behaviour-change action plans with whānau   *Effective liaison between clinician and whānau by:*   * Acting as a bridge to ensure whānau understand and agree with care plans * Providing culturally appropriate support and advocacy   *Whānau navigation through the health system by:*   * Linking whānau with relevant resources, services, and peer support providers * Ensuring whānau voices are heard and respected in care decisions   *Emotional support is offered by:*   * Demonstrating empathy and compassion * Teaching coping and stress management techniques * Identifying and addressing emotional wellbeing issues   *Continuity of care is maintained by:*   * Building and sustaining trusting relationships * Being accessible at agreed times and conducting follow-ups   A holistic Whānau Ora assessment is completed at first contact, identifying strengths and collaborating on care plans aligned with whānau goals.  Documentation is accurate, timely, and complies with established standards within the Patient Management System.  All client-related activities and information are fully recorded. |
| **Collaborative General Practice**  **Team Participation**  *Actively contributing to a collaborative primary care environment and supporting team development***.** | The Kaituruki actively contributes to a connected, multidisciplinary approach within the general practice team by:   * Attendance and active participation in all relevant general practice team meetings. * Strong collaborative relationships developed with the Health Improvement Practitioner, practice nurses, and other team members. * Promotion of the Kaituruki role within the practice, actively seeking warm handovers rather than waiting for referrals. * Timely and clear documentation of all health coaching activities related to general practice. * Effective communication with team members regarding referrals and coaching updates. |
| **Integrated Primary Mental Health & Addictions Support**  *Supporting integrated, stepped-care models and improving access to mental health and addiction services.* | The Kaituruki is committed to enhancing mental health and addiction outcomes through:   * Active participation in workforce development and coaching specific to mental health and addictions. * Contribution to ongoing evaluation and refinement of the health coaching approach and models of care. * Evident partnership and collaborative practice with the Health Improvement Practitioner. * Established, effective relationships with NGOs, peer support groups, and community agencies linked to the practice. * Providing coordination and assistance to whānau for accessing external mental health and addiction resources as required. |
| **Accountability & Professional Development** | * Participate in regular clinical supervision and peer support. * Adhere to professional Code of Conduct, policies, legislation, and SSS procedures. * Engage in ongoing learning, training, and skills development to enhance effectiveness. * Seek appropriate support and contribute to team learning. |
| **Kaupapa Māori Commitment and Practice** | The Kaituruki Hauora role is grounded in the values, tikanga, and mātauranga of Māori, recognising hauora as a collective, intergenerational, and spiritual responsibility. This role upholds and affirms Māori ways of being, knowing, and healing as central to achieving equitable and mana-enhancing outcomes for whānau:   * ***Whakawhanaungatanga*** is embedded in all engagement, recognising that relationships are foundational to trust, safety, and effective support. * ***Manaakitanga*** and Aroha guide every interaction, ensuring that whānau feel seen, heard, and valued in ways that restore or uphold their mana. * ***Tino Rangatiratanga*** is respected and upheld by supporting whānau to lead their own hauora journeys, define their aspirations, and make informed choices that align with their tikanga and identity. * ***Wairuatanga,*** Whakapapa, and Te Ao Māori are honoured in assessment, planning, and everyday conversations. Wellbeing is recognised as spiritual, emotional, physical, and relational, deeply connected to whenua, whānau, and tūpuna. * ***Whānau Ora*** approach is used to support holistic care that enhances the collective wellbeing of whānau, not just individuals, with a focus on strengths, potential, and intergenerational change.   A commitment to dismantling inequities through:   * Recognising and actively responding to the impacts of colonisation, systemic racism, and institutional bias within health systems. * Supporting whānau Māori to access services that are culturally safe, responsive, and affirming of their identity and rights. * Advocating within and beyond the practice to improve access, choice, and quality of care for Māori.   Demonstrated understanding and application of the Pae Ora (Healthy Futures) Act 2022, with particular attention to:   * Māori health leadership * Shared decision-making * Integrated care pathways that reflect the interconnected realities of Māori communities. |

Physical Attributes

Southern Rangitīkei Hauora is committed to creating a safe, inclusive, and equitable workplace for all kaimahi. We recognise that hauora (health and wellbeing) is holistic encompassing physical, mental, emotional, spiritual, and whānau wellbeing — and that disability is not a barrier to contributing meaningfully to this kaupapa.

In line with the Human Rights Act 1993, discrimination based on disability is unlawful. We uphold the principles of manaakitanga, whanaungatanga, and tino rangatiratanga by working alongside individuals to identify any needs and ensuring appropriate support or adjustments are made.

We also acknowledge the intent of Whāia Te Ao Mārama, the New Zealand Disability Strategy, and the Pae Ora (Healthy Futures) Act 2022, recognising the rights of tāngata whaikaha (disabled people) to access health and employment opportunities with dignity and respect.

Key Expectations for This Role Include:

* Ability to work in a dynamic primary care environment, sometimes under time-sensitive conditions.
* Capacity to communicate clearly with whānau and colleagues (or with the support of assistive technology or interpreters if required).
* Willingness to use personal protective equipment (e.g. face masks, gloves) as part of infection prevention procedures with adjustments available for those with sensitivities or medical conditions.
* Ability to participate in hand hygiene and standard precautions, with accommodations provided where possible.
* General wellness to support safe care delivery with respect for personal circumstances and appropriate risk management supports in place.

Southern Rangitīkei Hauora will:

* Make all reasonable efforts to accommodate health, disability, or access needs within the scope of the role.
* Support open, mana-enhancing kōrero if an applicant or staff member identifies a condition or concern that may impact aspects of the role.
* Work collaboratively with the applicant, their whānau (if they wish), and internal/external support networks to explore solutions and workplace adjustments.
* Provide access to the WRHN Strategic Development Manager or CE for further support or guidance.

*The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, or skills required of the job holder. From time to time, the job holder may be required to perform duties outside of their normal responsibilities as needed.*