



Te Rūnanga o Toa Rangatira Inc.

Job Description **Kaimahi Hauora ā-Hapori/Community Health Worker**

I confirm that I have received a copy of this job description, have read it, understand it and will adhere to the requirements it details. I understand that there may be minor additions or changes to this in line with the needs of our work. I also understand that if there any major changes to the requirements of my role I will be consulted.

Employee Name

Employee Signature

Date Signed

Start Date in Role

Ngā moemoeā, te whāinga, ngā Tikanga o Te Rūnanga o Toa Rangatira Inc Vision, Mission, Values, and Competencies

Te moemoeā o te Rūnanga o Toa Rangatira Inc (Vision)

Kia tu ai a Ngāti Toa Rangatira; Hei iwi Toa, hei iwi Rangatira

Ngāti Toa is a strong, vibrant and influential iwi, firmly grounded in our cultural identity and leading change to enable whānau wellbeing and prosperity.

Te whāinga o te Rūnanga o Toa Rangatira Inc (Mission)

Empowering our whānau, reclaiming our iwi self-determination, revitalising our environment; through leadership, innovation, connectedness and exercising our rangatiratanga

Te moemoeā o te Hauora o Ora Toa (Primary Health Organisation's Vision)

Te Hauora o Ora Toa is committed to working to promote and enhance the health and wellbeing of our community.

Ngā tikanga o te Rūnanga o Toa Rangatira Inc (Values)

To achieve its vision, our existence and purpose will remain Kaupapa Māori centred.

Manaakitanga

Enhancing mana through excellence, generosity and hospitality.

Whakatau Tika

Acting with honesty & integrity.

Wairuatanga

Our connection to te ao wairua.

Ahi Ka

Sustainability of our Ngāti Toatanga.

Kotahi Tatau

Inspiring unity and connection

Kaitiakitanga

Sustaining our people and resources.

Whanaungatanga

Connectedness and kinship.

Rangatiratanga

Visionary and courageous leadership.

Ngā tikanga o te Hauora o Ora Toa

The Values of Ora Toa Primary Health Organisation

Ahi Kaa

To promote the health and wellbeing of individuals, whanau and community.

Whakapapa

To accept that Te Rūnanga o Toa Rangatira Services were founded on and will continue to be connected to its Ngāti Toa origins.

Manaakitanga

To act in ways which respect all who use our services.

Kaitiakitanga

Uphold the desire of our communities to have good health.

Whakatau Tika

Act honestly & with integrity

Rangatiratanga

Holding true to our identity and keeping our place.

Whanaungatanga

To value and share our knowledge and understanding with the people who use our services so that we will also learn from them.

Kotahi Tatou

To advance the principle of unity of purpose and direction.

Wairuatanga

To acknowledge the importance of spirituality and its connection to wellbeing.

Ngā matatau (Competencies)

Upholds the Visions and Values

- Keeps the organisation's vision and values at the forefront of decision making and actions.

People Centred

- Makes people and their needs a primary focus of all actions; develops and sustains productive relationships.
- Appreciates and fosters the capabilities, insights, and ideas of all people and works effectively with people of diverse cultures, style, ability, and motivation.

Safety and Quality Focused

- Actively upholds safety standards and identifies and corrects risks that affect the safety of all people in all interactions.
- Accomplishes tasks by considering all aspects of the job including issues and opportunities and accurately checking plan against policy, procedures and processes.
- Maintains stable performance under pressure and handles stress in a manner that is acceptable to others and to the organisation.
- Supports, promotes and actively participates in the organisation's commitment to environmental sustainability.

Contributes to Team Success

- Builds positive working relationships and actively participates as a member of a team to move the team toward the completion of goals.
- Develops collaborative relationships (internal and external) to facilitate the accomplishment of the organisation's goals.

Upholds Professional and Work Standards

- Effectively manages time and resources to ensure that work is completed efficiently.
- Sets a high standard of performance for self and others and assumes responsibility and accountability for the successful completion of tasks.
- Actively identifies new areas of learning, keeps up with current developments and trends in areas of expertise, and uses and shares newly gained knowledge and skill in the job.
- Clearly communicates information and ideas through a variety of methods to people in a manner that engages and helps them understand and retain the message.

Takes Initiative and Furthers Innovation

- Actively and promptly takes action to accomplish the goals of the individual, team and organisation.
- Identifies innovative solutions by suggesting different and novel ways to deal with work problems and opportunities.

Te Mahi o Te Rūnanga o Toa Rangatira Inc The Role

Te mahi (Role)

Kaimahi Hauora ā-Hapori (Community Health Worker)

Ngā wāhi (Location)

Refer to Employment Agreement for location.

Whilst the Employee may be allocated at a primary location, the employee's role is based in the community and therefore the employee is expected to regularly visit their community area to fulfil the role requirements.

The Employee is also expected to work from other Te Rūnanga o Toa Rangatira sites as required.

The Employee may also be placed at any of the other PHO services of Te Rūnanga o Toa Rangatira for training, education, support and experience purposes.

Ngā kaiwhakahaere (Accountability)

Reports to the appropriate Service Manager (or equivalent) or to another Manager when allocated from time to time.

For day to day activities to a Team Leader, if allocated.

For clinical practice matters to a Registered Nurse in the service and if none available, to the Clinical Lead Registered Nurse.

Te whāinga o te mahi (Purpose)

To provide comprehensive community support services as part of the PHO Team.

Te arotahi matua (Role Requirements)

General:

- Upholds Vision and Values across all aspects of the role.
- Maintains the competency requirements throughout employment.
- Actively engages with all people to sustain productive relationships.
- Continually works with Quality and Health & Safety at the forefront of thinking and within all relevant policy, laws and regulations.
- Uses materials and supplies economically and taking into consideration the financial and environmental impact.
- Actively works collaboratively across all areas of Te Rūnanga o Toa Rangatira Inc.
- Attends and contributes to team meetings.
- Provides support to other services as required including working directly with other services.

- Continually upholds professional and work standards and seeks ongoing professional development.
- Actively identifies innovation and process improvement with an aim to contribute to improved outcomes.

All Community Health Workers

- Our Community Health Workers tasks are focused around promoting whānau health and wellbeing and contribute to the achievement of health targets.
- Our Community Health Workers engage with whānau, assess their needs and make referrals as appropriate.
- Our Community Health Workers advocate, assist and support whānau to access and engage with any health, education and social services (internal and external) needed to fully achieve optimum health and wellbeing.
- We encourage and support whānau to make long term healthy lifestyle choices and to provide and facilitate information and education sessions to individual and groups.
- Our activities are specifically focused on positive parenting, child development, immunisation uptake, injury prevention, smoking cessation, oral health, health screening, violence prevention and mental health and addiction support.
- We identify, liaise with and promote community services networks that support achievement of whānau and services goals.
- Our Community Health Workers are expected to accurately document all contacts with whānau using the clinical or other database provided.
- All Community Health Workers must ensure accurate financial billing (e.g. immunisations, patient invoicing), if required, occurs in a timely manner ensuring full access to financial benefit is achieved.
- Community Health Workers mentor and support new staff and students.

Community Health Workers working in the Ora Toa Hapū Ora Service

Ora Toa Community Health Workers working in the Hapū Ora Service, work with young Māori women to motivate them to stop smoking through smoking cessation interventions. The programme is available to all young women aged 15 – 25 years who smoke and are pregnant or have young tamariki up to five years of age and reside in the Capital & Coast District Health Board (CCDHB) area, including Kapiti, Porirua and Wellington. Our Hapū Ora Community Health Worker uses the NZQA Stop Smoking Practitioners qualification, extensive smoking cessation experience and the numerous skills required to work with the target group. These skills include; a sensitive and empathetic approach to build trusting relationships and a strong knowledge of community contacts and support services to increase the likelihood of a successful outcome.

Community Health Workers working in the Ora Toa Tamariki Ora Service

Ora Toa Community Health workers working in Ora Toa Tamariki Ora Service work with the Registered Nurses to deliver a quality, accessible service to whānau in the Wellington and Porirua areas. The service is provided in accordance with the Wellchild Tamariki Ora National Schedule and Framework and focuses on health education, promotion and protection to improve the health and wellbeing of tamariki and their whānau. The service is predominantly home-visiting and runs regular clinics. Along with one on one work with whānau, the community health worker role includes group facilitation and supporting whānau to engage with and access our services.

Community Health Workers working in the Ora Toa Outreach Immunisation Services

Ora Toa Community Health Workers working in the Outreach Immunisation Service (OIS) work as a team with the Registered Nurses to increase immunisation uptake, mainly for tamariki aged under 6 years. The service works within the National Immunisation Schedule and the Ora Toa PHO Immunisation Plan guidelines and uses community networks to locate whānau, provide health education, and flexible options for vaccination. The service also supports the PHO to achieve national and local immunisation targets and to provide immunisation promotional activities.

Community Health Workers working in the Ora Toa Maori Community Health Service

Ora Toa Community Health Workers working in the Maori Community Health Service support the overall activities of the Ora Toa services, working as a team to run groups, screening and health promotion events and one on one visits with a focus on Maori whānau. Our Community Health Workers encourage and support whānau to attend our Services with the aim of encouraging participation in our community based activities to increase their health screening, health awareness and overall wellbeing.

Community Health Workers working in the Ora Toa Nutrition and Physical Activity Service

Ora Toa community health workers working in the Nutrition and Physical Activity (N&PA) work alongside the N&PA Programme Facilitators and the Maori Community Health team to provide a comprehensive nutrition and physical activity service to the Porirua community. Activities of the service include individual and group sessions, working with community organisations to deliver collaborative programmes and health promotion.

Community Health Workers working in the Ora Toa Kaiarahi Service

Ora Toa Community health workers working in the Kaiarahi Service work with at least 20 vulnerable whānau to help identify their needs and, where appropriate, help develop support plans to enable them to gain full access to government and community-based support and services. In the long-term, its purpose is to build resilience in the Maori economy. This is a unique Maori approach based on whakapapa and with accountability to whānau, hapū and iwi.

Community Health Workers working in the Ora Toa Mauriora Service

Ora Toa Community Health Workers working in the Ora Toa Mauriora Service, support the overall activities of our kaupapa Maori mental health and addictions service. Our Community Health Worker works collaboratively with all services to support whānau engagement with and access to our programmes. Other activities include one on one work with whānau, group facilitation and health promotion.

Community Health Workers working in the Ora Toa Mana Wahine Services

Ora Toa community health workers working in the Ora Toa Mana Wahine service aim to contribute to the improvement of the health and well-being of wahine and their whānau, hapū and iwi. Our Community Health Worker works collaboratively with all services to support wahine engagement with and access to cervical and breast screening and colposcopy services. The role includes providing information, enrolment assistance and confidential support to ensure a positive health experience.

Community Health Workers working in the Ora Toa Medical Services

Ora Toa community health workers working in the Ora Toa Medical Services provide clinical support to the Registered Nurses and General Practitioners (GPs). Our Community Health Worker works collaboratively with all services to support whānau engagement with and access to our clinics and programmes to increase their health screening, health awareness and overall wellbeing. The role includes specific actions to ensure our PHO achieves national and local health targets. Other activities include one on one work with whānau, group facilitation and health promotion.

Ngā tohu mātauranga, Tiwhikete, Heke Mātauranga, Akoranga mahi ā-rehe, Whakangungu

Qualifications, Certifications, Training & Experience Required for the Role

- Full New Zealand Driver Licence
- Relevant community health worker experience is desirable.
- Ability to demonstrate an understanding of the community to be served and the networks available.
- Experience in Medtech preferred.
- Working knowledge of office technology and ideally Office 365.

Ngā tohu me whai tonu, Tiwhikete, Heke Mātauranga, Akoranga mahi ā-rehe, Whakangungu

Ongoing Qualifications, Certifications & Training Required for the Role

- Completes Orientation process including any specific role related orientation.
- Holds and maintains a current CPR Certificate to a minimum Level 2.
- Completes Code of Rights training at commencement in role and as required throughout.
- Completes Privacy training at commencement in role and as required throughout and ensure Privacy Principles are maintained.
- Completes Bi-cultural/Te Tiriti o Te Waitangi training at commencement in role and as required throughout.
- Completes Family Violence Intervention training at commencement in role and as required throughout.