



Ā UPANE KA UPANE WHITI TE RA

**JOB DESCRIPTION**

<b>Role Title</b>	Te Kaiwhakapumau – Support Worker
<b>Organisation</b>	Te Rūnanga o Toa Rangatira  (a transition to a joint venture organization with Te Rūnanganui o Te Ati Awa will be established by the end of 2022).
<b>Business Unit/Team</b>	Mauri Ora Service
<b>Location</b>	Naenae Lower Hutt
<b>Reporting to</b>	Raumanuka Manager
<b>Direct Reports</b>	N/A
<b>Delegated Authority</b>	N/A
<b>Effective Date:</b>	February 2022

**Functional Relationships**

<b>Internal</b>	<ul style="list-style-type: none"><li>• Direct line manager</li><li>• Senior leadership team</li><li>• Peers/colleagues</li><li>• Rūnanga employees</li><li>• Marae Staff</li><li>• Kaumātua/Kuia</li><li>• Iwi members and representatives</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Whānau, hapū and iwi</li><li>• Runanga and iwi mandated organisations</li><li>• Māori providers, whānau ora providers</li><li>• Department of Correction</li><li>• Kainga Ora</li><li>• Ministry of Social Development</li><li>• Local community providers and networks</li><li>• Private landlords</li><li>• Tertiary educations</li><li>• Employment agency</li></ul>



# TE RŪNANGA O TOA RANGATIRA

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### Strategic Foundation

Ā upane ka upane whiti te rā!

Advancing together into a brighter future.

### Moemoeā [Our Vision]

Kia tū 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.

### Whaingā [Mission]

Mana Motuhake

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

### Tikanga [Core Values]

Manaakitanga

Enhancing mana through excellence, generosity, and hospitality

Kotahi Tātou

Inspiring unity and connection

Whakatau Tika

Acting with honesty and integrity

Kaitiakitanga

Sustaining our people and resources

Wairuatanga

Our connection to te ao wairua

Whanaungatanga

Connectedness and kinship

Ahi Ka

Sustainability of our Ngāti Toatanga

Rangatiratanga

Visionary and courageous leadership

### Strategic Domains

Ngāti Toa Rangatiratanga

Our Culture and Identity

Oranga

Our Wellbeing

Ohanga

Our Prosperity

Te Ao Tūroa

Our Environment

Whai Mana

Our Organisation



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#### Te whāinga o te mahi [Purpose]

The purpose of this role is to promote and support with the day-to-day management of the supported accommodation service for tāne.

The service is designed to support tāne that have been released from prison or who are at risk of being placed on remand or-recalled to prison.

Kaimahi will be required to stay overnight at the Whare and provide evening support for tane from 8pm to 8am, Monday to Friday.

The Kaimahi role will also include working during the weekend from Friday 8pm through to 8pm the following Sunday. Kaimahi will follow a roster system that shares all rostered night shift work as well as weekend rostered work evenly amongst Kaimahi staff.

A key component of this mahi is to work alongside tane during the weekends to provide external activities and excursions that are positive learning experiences for tane as well as adding new skills to their kete.

#### Te arotahi matua [Role Deliverables]

Cultural leadership	<ul style="list-style-type: none"><li>• Have a strong understanding of tikanga and kawa of Te Ati Awa and Ngati Toa.</li><li>• Have an understanding of te reo Maori.</li><li>• Ensure engagement with tane, their whanau and other services follows the Kaupapa Maori values of the service</li></ul>
Whānau engagement	<ul style="list-style-type: none"><li>• Support tane to research their whakapapa and build connections</li><li>• Support tane and their whanau to develop, build and strengthen positive and healthy relationships with eachother, their extended whanau and their community</li><li>• Assist with the identification of potential links or hononga that may be important to tane and their whanau.</li><li>• Understand external services available in the community and navigate access to those services for tane and their whanau.</li></ul>
Support mahi	<ul style="list-style-type: none"><li>• Establishes a rapport and maintains good relationships with tane, their whānau and their support network.</li><li>• Works with tane to identify key goals and supports the achievement of short-term, mid-term and long-term plans to transition into independent living.</li><li>• Liaise with external agencies to provide specialist support, and advocate on behalf of tane when required.</li></ul>



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	<ul style="list-style-type: none"> <li>• Supports tane to transition to independent living and ensures that there are systems in place to prevent them from being placed at risk of reoffending.</li> <li>• Providing support once the tane has left the whare to ensure that they are supported and are able to engage effectively with services and resources.</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• Build and maintain relationships with whānau, hapū, iwi and mana whenua</li> <li>• Maintain relationships with Corrections and Probation Workers and other staff engaging with tāne and whānau within the hapori</li> <li>• Liaise with Kaiarahi (Navigators) and other appropriate professional support specialists</li> <li>• Liaise, build, and encourage sound relationships and networks across hapori</li> <li>• Manaaki whānau, hapū and iwi to build supportive and effective relationships that provide a korowai of safety, security, and connection around the tāne</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify any risks to tāne and whanau and inform the appropriate staff to minimize their impact</li> <li>• Escalate risks and propose appropriate action where necessary</li> <li>• Ensure there are appropriate systems and processes in place to manage serious issues and risks</li> </ul>

<b>All employees</b>	
<p><b>Health and Safety:</b> To recognise individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015</p>	<p><b>All Level Managers</b> Lead a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p> <ul style="list-style-type: none"> <li>• Following and implementing, monitoring, and ensuring compliance with all H&amp;S policies and processes</li> <li>• Timely escalation of issues to Risk Register as required</li> <li>• Planning, organising, and managing H&amp;S activities directed at preventing harm and promoting wellbeing in the workplace</li> <li>• Early and accurate reporting of incidents at work and raising issues of concern when identified.</li> </ul>



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	<p><b>All Employees</b> Contribute to a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p> <ul style="list-style-type: none"> <li>• Following and complying with H&amp;S policies and processes; applying them to own work activities, including using/wearing Personal Protective Equipment as required</li> <li>• Participating in activities directed at preventing harm and promoting well-being in the workplace</li> <li>• Identifying, reporting and self-managing hazards where appropriate</li> <li>• Early and accurate reporting of incidents at work and raising issues of concern when identified.</li> </ul>
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<b>Ngā matatau [Key Competencies]</b>	
Te Ao Māori	<ul style="list-style-type: none"> <li>• Understanding of Te Ao Māori and Māori values is essential</li> <li>• Ability to korero te reo Māori</li> <li>• Understanding and use of tikanga</li> <li>• Understanding of dynamics of whānau and whakapapa Māori</li> <li>• Knowledge of and established links to hapori networks</li> <li>• Established relationships and networks with local iwi, marae, and community</li> </ul>
Whakawhānaungatanga	<ul style="list-style-type: none"> <li>• Ability to build trusting relationships with whānau Māori and other cultural groups</li> <li>• Ability to work in collaborative peer and stakeholder relationships</li> </ul>
Manaakitanga	<ul style="list-style-type: none"> <li>• Ability to manaaki Social Workers and Coordinators to engage with whānau</li> <li>• Ability to apply whakapapa whānaungatanga within the Correction system</li> <li>• Commitment to reducing disparities for Māori tāne</li> </ul>
Communication and teamwork	<ul style="list-style-type: none"> <li>• Ability to participate as a member of the team actively and positively</li> <li>• Ability to work collaboratively and gain the co-operation of others</li> <li>• Excellent interpersonal skills and ability to adapt these to suit the needs of the audience</li> <li>• Ability to positively influence others</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Ability to manage complex and competing work priorities</li> <li>• Ability to operate autonomously</li> <li>• Strong commitment to achieving goals</li> </ul>



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<b>Ngā tohu mātauranga, Tiwhikete, Akoranga mahi ā-rehe, Whakangungu [Qualifications, Certifications, Training &amp; Experience Required for the Role]</b>	
Qualifications	<ul style="list-style-type: none"><li>• Level 3 - 5 of a relevant qualification</li><li>• Te Reo Proficiency: beginner to advanced</li><li>• Full drivers' licence</li></ul>
Skills and Experience	<ul style="list-style-type: none"><li>• Relevant support worker experience in a similar role or background</li><li>• An understanding of the justice and corrections systems would be an advantage</li><li>• Te Ao Māori World View and experience working in a Kaupapa Māori based environment</li><li>• Highly developed negotiation and advocacy skills</li><li>• Must be available to work night shift on a rostered system (which includes over-night stays).</li></ul>

*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 are any major changes to the requirements of my role I will be consulted.*

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Start Date in Role**