

POSITION DESCRIPTION

Position	Kaitūruki: Residential Mental Health and Addiction Services Te Whare Mahana	
Reporting to:	Kaihautū Waiora Hinengaro	
Job purpose	<p>The key objective of this position is to provide onsite, and overnight support and monitoring of the tangata whai ora residing at Te Whare Mahana. To assist tangata whai ora to reach an optimum level of wellness through strengthening tinana, wairua, hinengaro and whānau. <i>This Role is rostered and rotating. Includes weekends, sleepovers and longer shifts.</i></p>	
Accepted by: NAME	Employee Signature:	Date:

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

To empower whānau into their future

Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1: Tangata whai ora recovery

Work alongside tangata whai ora to improve their lives

Tasks:

- 1.1 Support tangata whai ora with their connections and relationships with whānau
- 1.2 Work with the community kaitūruki and tangata whai ora to develop, implement and review the tangata whai ora goals and aspirations including the development of skills such as cooking and budgeting
- 1.3 Work with and report on any changes to health and wellness to community kaitūruki, that includes tinana, wairua, hinengaro and whānau
- 1.4 Use recovery based behaviour, values and attitudes and encourage and role model use of tikanga and kawa
- 1.5 Be competent in working with and recording medication and other treatments as prescribed and/or required
- 1.6 Be respectful and understanding of and support tangata whai ora who are trying to change their use/misuse of alcohol and other drugs.
- 1.7 Work with tangata whai ora and whānau to develop, and review whānau plans
- 1.8 Work on the implementation of goals in a creative and supportive way using the ideals of recovery, Whare Tapa Whā and wellness
- 1.9 Use Co Existing Problem (CEP) knowledge to ensure receiving holistic care
- 1.10 Attend medical and psychiatric appointments as necessary. Know when, and then organise, medication, appointments and medical certificates are due
- 1.11 Notify Oncall RN or Whare RN of any physical health concerns.

Key Result Area 2: Facilities maintenance and household management

Tasks:

- 2.1 Supervise and/or support cleaning regime of the house
- 2.2 Follow any infection prevention and control requirements
- 2.3 Identify and action any repair work to the kaihautū, urgent and non-urgent
- 2.4 Maintain lawns and gardens
- 2.5 Oversee and use all equipment, fixtures, fittings and furniture safely and for the purpose they were designed for
- 2.6 Write reports on the house as requested by kaihautū and for other organisational requirements
- 2.7 Do shopping with tangata whai ora based of planned menu for week and stocktaking as required for the effective and timely running of the house.
- 2.8 Ensure stock management to reduce wastage

Key Result Area 3: Documentation, Medications and Communication

Tasks:

- 3.1 Complete clinical documentation daily as required
- 3.2 Ensure all tangata whai ora documentation is accurate and up to date
- 3.3 Highlight any discrepancies in documentation to Whare RN or Clinical Team lead
- 3.4 Provide statistical data, information relating to your job as required
- 3.5 Produce quarterly reports with relevant information to service delivery, with satisfactory outcomes, achievements
- 3.6 Complete yearly medication competencies with Registered Nurse
- 3.7 Administer regular medication as per blister pack and sign in sheet
- 3.8 Report any medication incidents to oncall RN as soon as practicable. Record incident in AIRS
- 3.9 Identify need for as required medication (PRN), contact oncall RN or Whare RN for a verbal order, ensure 7 rights of medication administration are followed. The 7 rights of medication

administration are: the right person, right medication, right dose, right time, right route, right reason, and right documentation.

Key Result Area 4: Supervision

Tasks:

- 4.1 Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor;
- 4.2 Manage work priorities, personal workload and stress levels with the support of the supervisor;
- 4.3 Comply with the requirements of the supervision contract.

Key Result Area 5: Knowledge & Relationships

Tasks:

- 5.1 Participate in sector forums or groups that add value to the purpose of Te Oranganui and the aims of mental health and addiction sector
- 5.2 Continuously build your knowledge base on the developments of the sector or mental health and addiction service to embrace innovation and opportunities
- 5.3 Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in the service
- 5.4 Liaise and consult with GPs and other health services as necessary to improve health of tangata whai ora
- 5.5 Work with wider team to ensure all needs are met in relation to mental health and addiction
- 5.6 Work with the registered nurse when necessary, including taking and following advice on the clinical aspects of the tangata whai ora care

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events 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 Te Oranganui policies and that you uphold these at all times;
- Ensure the health and 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 Oranganui in a positive light in all activities
- Actively participate in ongoing professional development
- Maintain strict confidentiality at all times

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, duties, 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.

Person Specifications

Experience & Qualifications

- Preferred – Level 4 National Qualification or equivalent in mental health and or alcohol and other drug work
- Experience working with alcohol and other drug work or mental health services
- Can use word processor for communication needs including word processing, communication and internet research

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Effective facilitation and communication skills
- Understand and be committed to improving health for Māori
- Open to different perspectives of tangata whai ora
- Believe in and can implement the recovery approach
- Able to maintain confidentiality
- Ability to build trust and rapport with others
- Is acceptable to whānau, hapū and iwi and Māori community
- Creative and innovative within restricted resources

Physical Attributes – Community based worker

- A medium degree of physically capacity is required as the work involves standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) both in an office environment and out in the community
- Visual ability sufficient to drive a motor vehicle, read accurately, write/record in a legible manner
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication

Other requirements of this position

- Current clean, full NZ driver's license
- Must be able to pass Te Oranganui background check process