

POSITION DESCRIPTION

Please initial each page and sign the last page when you have read this.

Position	Vocation Kaitūruki	
Reporting to:	Kaihautū – Te Taihāhā – Disability Services	
Direct Reports	Nil	
Key Objectives	Using Whānau Ora outcomes and Enabling Good Lives principles with tangata whai ora, working alongside them to increase the participation of people with disabilities in their communities, be safe and to develop new skills.	
Accepted	Employee Signature	Date

Vision	Korowaitia te puna waiora, hei oranga motuhake mō te iwi
Mission statement	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: Quality Direct Care

- 1.1 Support all tangata whai ora of the Vocational Programme to participate fully in their chosen activities including support with personal cares, mobility, nutrition and communication needs during their time at the Vocation Programme.
- 1.2 Provide effective and supportive behaviour management with positive approach to challenging behaviours
- 1.3 Use initiative and creativity to match activities provided to tangata whai ora interests
- 1.4 Preparing and cleaning areas as required including food preparation and activities
- 1.5 Participate in delivering Vocational Services that are focussed on enabling people with disabilities to participate in and contribute to the wider community.
- 1.6 Transport tangata whai ora safely when required.
- 1.7 Provide effective supervision of tangata whai ora on community outings.
- 1.8 Role model and practice the tikanga of Te Oranganui and the Vocation Service.
- 1.9 Use self-determination and person-centred attitudes when working with tangata whai ora

Initial: _____

Key Result Area 2: Administration

- 2.1 Keep any accurate daily, weekly and monthly records, where required of all activities relating to the tangata whai ora
- 2.2 Contribute towards regular reports if necessary
- 2.3 Maintain strict confidentiality of tangata whai ora and service information;
- 2.4 Attend and participate in meetings as required;

Key Result Area 3: Health & Safety

- 3.1 Ensure a healthy and safe environment for all tangata whai ora participating in the Vocational Service.
- 3.2 Participate in ensuring a healthy and safe working environment for self, other kaimahi, visitors, clients and contractors to Te Oranganui workplaces
- 3.3 Effectively implement and uphold the organisations health and safety policies
- 3.4 Accurately report all work places accidents, incidents including near misses
- 3.5 Participate in workplace hazard management

Key Result Area 4: Knowledge & Relationships

- 4.1 Continuously build your knowledge base on the developments of the sector or whanau ora to ensure whanau are receiving the best possible service
- 4.2 Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for Whānau participating in Whānau Ora services
- 4.3 Develop and maintain key relationships across all sectors to support easier access to services when working with whanau
- 4.4 Actively participate in all team and one-on-one hui and workshops

General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events as mahi allows
- 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 & 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 and in-service training opportunities

Person Specifications

Experience & Qualifications

- Experience in working with people with a range of disabilities is desirable
- Qualification in working with people with disabilities is desirable, NZQA level 3 or willing to work towards and achieve this
- Knowledge of the disability networks

Essential Skills

- Have effective communication and facilitation skills
- Excellent communication skills both verbal and written;
- Ability to build trust and rapport with others;
- Ability to deal with stressful situations;
- A good pronunciation of Te Reo Māori names, words and phrases (as a minimum)
- Be committed to the wellbeing of whānau, hapū and iwi.

Desirable Skills

- Support with physical activities e.g. fishing, basketball and cricket etc.
- To play the guitar and support with waiata

Additional Pre-Employment Check

It is essential that all support workers have:

- Requirement to pass a Police Check to employer satisfaction
- Requirement to undergo a Children's Safety Check (all positions)

Physical Attributes – Vocational Service Support Worker

- Must have a basic level of physical fitness to ensure the client's personal care, personal development or desired lifestyle is not limited by the physical abilities of the Community Support Worker.
- Must not have a health condition that would put self or others at risk
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber.
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record, use computer, enabling accurate performance of essential job duties.

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