

POSITION DESCRIPTION

Position	Kaitūruki Whānau Ora – Cancer Support Role	
Team	Te Waipuna Health	
Reporting to:	Kaitātaki – Community, Te Waipuna Health	
Staff responsibility:	NIL	
Job purpose	Te Waipuna Health is the Primary Care service arm of Te Oranganui Trust, grounded in the principles and practice of Whānau Ora — a holistic, whānau-centred approach to wellbeing that empowers whānau to determine and pursue their own aspirations. The Kaitūruki plays a pivotal role in supporting whānau through their cancer journey, by ensuring they are informed, empowered, and supported from prevention through to diagnosis, treatment, and survivorship. Key focus areas are: • Prevention: Promoting regular health checks, reducing exposure to risk factors, and improving access to screening and education — all through a Te Ao Māori lens. • Rapid Diagnosis: Facilitating timely diagnosis, coordinating appointments and transport, and supporting whānau through initial stages of care. • Support & Advocacy: Navigating treatment pathways, removing barriers to care, and advocating for access to best-practice and culturally aligned services. The Kaitūruki will help develop and implement an annual plan that supports managing a caseload of whānau, that also sets out an annual engagement target.	
Accepted by: <<NAM>>E	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 Kīahi. The seven services are;

Te Waipuna	Primary Health & Medical
Taihāhā	Vocations, Disability Support Service
Waiora Hinengaro	Mental Health and Addiction Services, He Puna Ora, Korowaitia te puna Waiora,
Toiora Whānau	Whānau & Community
Waiora Whānau	Healthy Families
Whakahaumanu Mana Tane	Clinical Services Corrections
Taituarā	Business Unit

Initials: _____

Te Oranganui Kaitūruki (Cancer Coordinator)
Position Description

Our Vision	Korowaitia te puna waiora, hei oranga motuhake mō te iwi
Our Mission	Investing in transformational wellbeing where whānau are at the centre of everything we do.
Our Values	
<i>Kotahitanga</i>	Kei te Kotahitanga o ngā kūmete nō uta, nō tai te orange o te iwi We are working for a common cause to effect positive change for the whānau we serve. We are collaborating with marae, hapū and iwi to build smarter capability and capacity for the collective. We are innovators of change, building a movement for transformation.
<i>Whanaungatanga</i>	Nō te whānau, mō te whānau We acknowledge whānau are the experts in their own lives. We care what whānau have to say about our services. We listen. We act. We learn.
<i>Pono</i>	Kia mau, kia ū ki ngā kete mātauranga nō ngā tupuna Our delivery and commitment to whānau, each other, and our partners is underpinned by Mātauranga and Kaupapa-Māori. We are well informed and value the knowledge we hold.
<i>Tika</i>	Whaia te ara tika ahakoa te aha Whānau ability to attain wellbeing is a fundamental right. We believe in a just fair system and so, we will always do the right thing, even when it's not the easiest thing. We are honest and transparent. We honour our word.

Key Result Area: Working with Whānau - Prevention

- Whānau are provided with educational information that highlights strategies and actions to reduce the risk of various cancers.
- Navigational support is provided to help whānau access relevant health services, including (but not limited to) Stop Smoking programmes, nutrition and physical activity initiatives, tailored to meet the needs of each whānau.
- Kaitūruki work alongside whānau, hapū, and iwi to strengthen knowledge of cancer prevention approaches. For example, through programmes such as the Cancer Society's *Kia Ora e te Iwi (KOETI)* and other relevant programmes.
- Kaitūruki deliver or encourage participation in activities that promote screening and early detection, including cervical and breast screening, prostate checks, bowel screening, mole mapping, and other relevant services.
- Kaitūruki collaborate with other agencies on initiatives aimed at increasing the number of Māori accessing cancer screening services.

Key Performance Indicators

- Strong community connections and a well-established network base.
- Increased knowledge among whānau, hapū and Iwi of cancer prevention approaches.

Key Result Area: Working with Whānau – Support

- Work is undertaken with whānau to identify cancer care coordination solutions that help reduce the trauma associated with cancer.
- Māori whānau are supported to access appropriate services and achieve more equitable outcomes across the cancer care continuum.
- Whānau are guided through treatment pathways to help reduce delays in cancer care for Māori.

Te Oranganui Kaitūruki (Cancer Coordinator)
Position Description

- Support is provided to whānau following elective cancer surgery.
- Whānau are supported to make informed decisions about their cancer treatment.
- Practical support is provided to enable whānau to attend clinical appointments, including transport, advocacy, and other appropriate assistance.

Key Performance Indicators

- Whānau are effectively supported to navigate treatment pathways.
- Barriers to accessing care are identified and removed.
- Whānau gain access to best practice and culturally aligned services.

Key Result Area: Working with Whānau - Follow up

- Whānau are supported to make informed decisions throughout their cancer treatment journey.
- Ongoing support is provided to help whānau attend clinical appointments, including transport, advocacy, and other assistance as appropriate.
- Navigational support continues through information sharing, treatment updates, follow-up care, and palliative support where needed.
- Establish and nurture strong relationships with community organisations and other Hauora Māori providers to enable a collaborative approach in supporting the wellbeing of whānau, as and when needed.

Key Performance Indicators

- Whānau with a cancer diagnosis are supported during their treatment and post-treatment phases.
- Whānau are empowered to determine and pursue their own health and wellbeing aspirations.

Key Result Area: Client Information Management

- All administration and documentation is completed in accordance with service & organisational guidelines and within specified timeframe. Including financial matters pertaining to assistance for whānau travel.
- Complete all reporting and communication requirements in a timely manner;
- Participate in quality improvement activities as required
- Electronically record and evidence whānau goals and outcomes for reporting purposes
- Maintain current and up to date electronic records/files utilising **Kotahi** database system
- Ensure your Outlook Calendar is maintained up to date and completed weekly for Management share
- Provide quarterly success stories/narratives for reporting purposes against the annual plan.
- Carry a case load of no more than 25 whānau at a time, with a goal of engaging at least 49 whānau during the year.
- Maintain entry to exit process, meeting contractual timeframes and key performance indicators

Key Performance Indicators

- Audit ready files – KPIs are entered in the system
- Case notes are entered within 48 hours of engagement
- Monitoring tools are maintained up to date
- Outlook Calendar is updated weekly – including changes to schedules

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.

Te Oranganui Kaitiaki (Cancer Coordinator)
Position Description

- Contribute to and uphold the principles of Whānau Ora at all times – including 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 engage in ongoing professional development, including organisational training and upskilling in Te Oranganui's Whānau Ora approach.
- Be prepared for redeployment in times of uncertainty i.e. flooding, pandemic etc.

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as 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.

PERSON SPECIFICATION

Experience & Qualifications

- Extensive experience in a similar role

Essential skills

- Demonstrated ability to work under pressure with minimal supervision to strict deadlines and competing priorities
- Proficiency in Te Reo Māori and embodying tikanga Māori in all aspects of work
- Is reliable, friendly, approachable and resilient
- Report writing skills
- Demonstrated organisational and planning ability for the successful completion of work
- Demonstrated problem solving and analytical skills in order to understand, interpret and administer the needs of the organisation
- Strong computing skills including the Microsoft Office suite, client management systems, canva
- Accuracy and attention to detail
- Negotiation skills

Personal Attributes

- Proactive, co-operative, and strive to achieve the best outcome for our team
- Enthusiastic and eager to assist where necessary
- Commitment to whānau, hapū and Iwi

Physical Attributes – Administration positions

- Occasional lifting up to 10 kg
- Must be able to work in an office environment
- Manual dexterity needed for keyboarding and other repetitive tasks
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position.

STATUS: Final Version