

KRA 1: Whānau mahi

Tasks:

- Work with whānau that maybe one whānau member to a full whānau to help them understand the journey of substance use, abuse and dependence
- Work with whānau on goals and plans that strengthen them and to build resilience and wellness focus
- Review whānau plans in a timely manner with whānau and review outcomes of the service
- Align whānau with community and other supports
- Work with whānau towards self-management and natural supports
- Participate in evaluation of the service delivery
- Develop and facilitate wānanga that collects the impact of alcohol and other drugs on whānau, hapū, iwi and communities

KRA 2: Collaboration and team work

Work with others to ensure positive and empowering outcomes for whānau

Tasks:

- Have active and current relationships with organisations that focus on mental health and/or addiction, whānau support and employment service provision
- Work in a collaborative way with internal services and external agencies when “shared care” services needed
- Liaise and consult with GPs and other health services as necessary to improve health of whānau members
- Work with wider team to ensure all needs are met in relation to any mental health and addiction service needs

KRA 3: Information Management

Ensure information and documentation is accurate and timely

Tasks:

- All administration and documentation are completed in accordance with service and organisational guidelines and within specified timeframes;
- Complete all reporting and communication requirements in a timely manner;
- Participate in quality improvement activities as required;

KRA 4: Supervision

Ensure safe practice whānau through actively participating in regular supervision

Tasks:

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor
- Ensure that all practice and case management issues are taken to supervision;
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Comply with the requirements of the supervision contract and professional body
- Regularly reflect on own practice and adjust as necessary to ensure a quality service to whānau

KRA 5: Knowledge & Relationships

To stay abreast of developments and build strong community links that enhance the service provided to rangatahi and their whānau

Tasks

- Continuously build your knowledge base on the developments of the whānau support, mental health and addictions sector to ensure whānau are receiving the best possible service

- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- 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 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 & 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

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 SPECIFICATION

Experience & Qualifications

- Registration with a professional body covered by the Health Practitioners Competence Assurance Act 2003 or Social Workers Registration Act 2019 or dapaanz
- Experience working with whānau and or alcohol and other drug work or mental health services
- Full drivers' licence
- Can use word processor for documentation and communication needs including word processing and internet research

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Excellent communication skills and confidence in facilitation of groups/hui
- Understand and be committed to improving health for Māori
- Open to different perspectives of whānau
- Well organised and can prioritise
- Able to maintain confidentiality
- Is acceptable to whānau, hapū and iwi and Māori community
- Creative and innovative within restricted resources

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