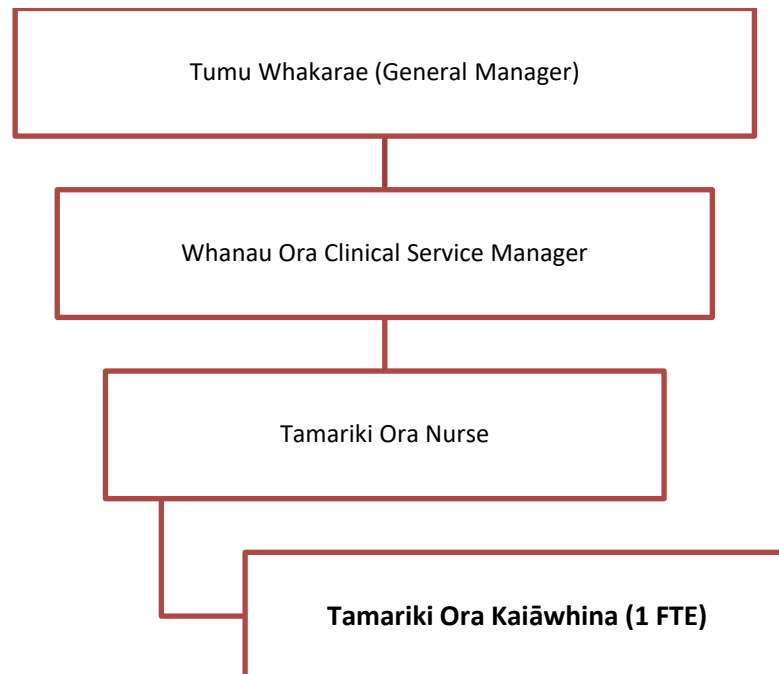


RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	Well Child Tamariki Ora (TO) Kaiāwhina (Case Worker)
LOCATION	Raukawa rohe
REPORTS TO	Whanau Ora Clinical Service Manager
PURPOSE OF POSITION	To assist the Tamariki Ora nurse in supporting families/whānau/caregivers in maximising their child's developmental potential and health status between the ages of 0-5 years, establishing a strong foundation for ongoing healthy development.
VISION	Raukawa Kia Mau, Kia Ora! - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

- None

RELATIONSHIPS

Internal

- Tumu Whakarae
- Whanau Ora Clinical Services Manager
- Whanau Ora Social Service Manager
- Tamariki Ora staff
- Strengthening Families/Family Start teams

External

- Clients and whānau
- Lead Maternity Carers
- General Practice Teams
- Child, Youth and Family
- Other Well Child/Tamariki Ora providers
- Hospital services
- Paediatricians
- Specialist medical services
- Pre-school vision and screening services
- Whakarongo Mai Ear Health Service
- Pre-school dental services
- HIPPY
- Community agencies
- Kōhanga Reo and other Early Childhood Centres

AUTHORITIES

None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Responsibility	<ul style="list-style-type: none"> • Provide facilitation, whānau support, Tamariki ora additional checks and screening as stipulated in the DHB Specifications and Tamariki ora service Manual in client's home or other agreed venue. • Health education and promotion services delivered to all clients. • Whanau care and support provided to all clients. • Kaiāwhina plans are completed and followed up. • Identify, enrol, and provide service to tamariki who are not registered with a provider. • Visits to kōhanga reo and early childhood centres identify tamariki.
Education	<ul style="list-style-type: none"> • Inform and support parents to gain the knowledge and skills required to understand and manage the various stages of their child's development. • Age appropriate information and advice provided to parents/caregivers on nutrition, behaviour, growth and development, hygiene, SID/ SUDI, immunisations, injury prevention, postnatal depression, asthma, diabetes, smoking, hearing, mental health, oral health, and violence prevention. • Positive parenting is promoted.
Support	<ul style="list-style-type: none"> • Work with families or whānau to identify their needs for support and either provide or facilitate access to support from other health or community services. • Appropriate referrals are made to other services as required • Transport to services is arranged or provided as required

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Age related Parent Information packs are collated and used. • Tamariki ora core visits are organized for the nurse. • Annual visits at KR/ECE are organized. • Referrals from nurse are completed.
Referral	<ul style="list-style-type: none"> • Increasing immunisation uptake and overall coverage rates. Improve integration, coverage and coordination of Tamariki ora services including : • Immunisation status is captured (utilizing NIR if necessary). • Referrals are made to general practice or Mobile Imms Service (MIS). • Tamariki are enrolled with School Dental Service (SDS). • Tamariki receive appropriate no of additional visits based on assessments. • Identify, support and refer victims of interpersonal violence.
Reporting	<ul style="list-style-type: none"> • Ensure Tamariki Ora client data and records are maintained and stored appropriately. • The Tamariki ora KARO database is kept up-to-date. • The Tamariki ora client files and records are kept current & secure. <p>Kaiāwhina documentation is entered into client file after each visit.</p> <p>Quarterly reports of the service completed:</p> <ul style="list-style-type: none"> • Jan - Mar • Apr - Jun • Jul - Sept • Oct - Dec
Collaboration	<ul style="list-style-type: none"> • Where children are receiving services from other agencies, participate in intersectoral collaboration and coordination initiatives. • Maintain effective and efficient linkages with all referrers and other services TO providers may refer to. Attend meetings or share appropriate information. • Membership of TO Coalition. • Effective relationships maintained. • Whānau stay with Raukawa TO services ie excellent retention rates. • Whānau accept appointments ie excellent attendance rates. • Provide culturally competent services in a way that recognises the needs of priority groups.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Health & Safety	<ul style="list-style-type: none"> • Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that he/she works safely at all times and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace.
Team Support	<ul style="list-style-type: none"> • Attend monthly board staff hui and team hui. • Actively contribute to the development of the [Insert Business Unit Name] Services Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> • Participate in training including that related to Health & Safety. • Take initiative to identify training and development opportunities for self.
Additional Tasks	<ul style="list-style-type: none"> • Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.

POSITION REQUIREMENTS

SELF MANAGEMENT

- Manages daily workload with priorities identified and adjusted when appropriate.
- Is accountable for own actions and the delivery of consistent quality results.
- Is able to identify own professional development requirements and set annual goals and objectives with their manager.

RELATIONSHIP MANAGEMENT

- Has a strong customer service and business partner orientation.
- Is able to develop constructive and cooperative working relationships with others, and maintain them over time.

CULTURAL

- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Understands the different cultural needs of clients and is able to provide a service or access to services that cater for their needs.

KNOWLEDGE

- Knows about child growth and development.

- Familiarity with the following is desired:
 - Code of Consumer Health and Disability Services.
 - Children, Young Persons and their Families Act.
 - Immunisation Service Specification.
 - Well Child Tamariki Ora National Schedule Handbook.
 - Health Act 1956.

PERSONAL ATTRIBUTES

- Demonstrates integrity and honesty, ensuring commitments to others are met.
- Is sensitive to others' needs and feelings and is helpful and understanding.
- Is reliable, responsible and dependable and fulfills obligations.
- Is thoughtful, resilient, calm and stable in challenging situations

QUALIFICATIONS AND EXPERIENCE

- Must be an experienced and qualified Community Health Worker or Social Worker, or Plunket Karitane or Kaiāwhina.
- Certificate in Tamariki Ora is desired.
- Has an understanding of te reo me ona tikanga o Raukawa
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Has a basic understanding of Te Reo Maori
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license
- Experience working with Iwi/Maori organisations is desirable.

JOB DESCRIPTION UPDATED

Date: May 2018

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

(Date)

Employee:

(Signature)

(Date)