

Position Description

Employment Agreement:	Individual Employment Agreement/name of Collective Agreement
Position Title:	Kaumātua – Hākoro/Hākui
Service & Directorate:	Mental Health Addictions & Intellectual Disability Service
FTE:	Full Time FTE
Location:	Invercargill
Reports to:	Mental Health Addictions & Intellectual Disability Combined Services Manager
Number of direct reports:	Nil
Date:	August 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<p>Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.</p>	<p>Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.</p>	<p>Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.</p>	<p>As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</p>

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services.
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility.

PURPOSE OF ROLE
<p>The position is of a resource, advisory and consultative nature, the Kaumātua –Hākoru/Hākui will be responsible for providing leadership, guidance, and expert advice in a manner that reflects the mana and tika of Kai Tahu. To work in a manner that reflects tika, pono and aroha.</p> <p>The Kaumātua – Hākoru/Hākui will provide leadership guidance and oversight of Kawa and Tikaka for Te Korowai Hou Ora, Southland Forensic Team, Mental Health and Addictions and Intellectual services, Tangata Whaiora and whānau. In addition, the key focus will be to assist the Māori Health Directorate and key services to develop strategies that reflect tika best practices that will enhance service delivery and reduce inequalities.</p>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • Māori Health Directorate Leadership Team • District Manager Māori Health • Iwi Governance Committee • Te Oranga Tonu Tanga (Māori Mental Health) • Te Ara Hauora (Māori Health Liaison Service) • Te Korowai Hou Ora (Māori Mental Health) • Te Huinga Tahi (Māori Health Unit) • Southland Forensic Team • Planning & Funding • Southern DHB staff 	<ul style="list-style-type: none"> • Patients, Families and Whānau • Other District Health Boards • Educational Institutions • WellSouth Primary Health Network • NGOs and Aged Care Sector • Māori Community • Local Papatipu Rūnaka • Māori Health Providers

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Relevant qualification in Māori health and/or experience in Kaupapa Māori systems. 	<ul style="list-style-type: none"> Proficiency in Te Reo me ōna tikaka, including knowledge of Kāi Tahu preferable.
Experience	<ul style="list-style-type: none"> Experience in working with Māori groups in the community. 	<ul style="list-style-type: none"> Relevant mental health, addictions, intellectual disability and/or forensic experience.
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of Southern DHB commitment to working with mana whenua. Influencing the practice of others, motivating individuals and managing cultural conflict Current NZ Drivers Licence 	<ul style="list-style-type: none"> Established networks and/or relationships with mana whenua, Papatipu Rūnanga and Nga Maata Waka.
Personal Qualities	<ul style="list-style-type: none"> Humarie/humble Pono/honest Superior communication skills and articulate Team player Motivated 	<ul style="list-style-type: none"> Strong interpersonal personal qualities.

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p>To demonstrate professional responsibility, complying with DHB vision, purpose, values, policies and procedures upholding the kaupapa of the Southern DHB and Mana whenua</p>	
<ul style="list-style-type: none"> Accepts responsibility for ensuring that his/her practice and conduct meet the standards of the professional, ethical and relevant legislated requirements. Demonstrates the ability to apply the principles of the Treaty of Waitangi. Monitors and undertakes organisational Cultural requests (as required) that are channelled through via the request tool. Demonstrates accountability for directing, monitoring and evaluating cultural interventions that are provided. Promotes an environment that enables cultural safety, independence, quality of life and health. Practices in a manner that the patient determines as being culturally safe. Reads and adheres to Southern DHB vision, values, policies and procedures. 	<ul style="list-style-type: none"> Meets and maintains organisational and area specific mandatory requirements and key accountabilities. Provides leadership through leading tikanga processes. Adhere to policies and procedures. Respect for others. Partakes in regular team meetings engaging in discussion. Presents self in a tidy and professional manner. Promotes health utilising teachable moments. Adheres to policy – ID badge worn on person at all times. Provide leadership in translation requests to Te Reo Māori, and to other groups that require cultural expertise.

<ul style="list-style-type: none"> • Represents the organisation and the Māori Health Directorate in a committed manner, projecting a professional image of Māori Health. • Works in partnership with the Māori Health Directorate staff to apply cultural practices. 	
To demonstrate effective interpersonal relationship skills	
<ul style="list-style-type: none"> • Establishes, maintains therapeutic interpersonal relationships with tangata whaiora/whānau. • Communicates effectively with tangata whaiora/whānau and members of the health care team. • Maintains privacy and confidentiality in accordance with HIP Code, DHB policies and procedures etc. • Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team and community. 	<ul style="list-style-type: none"> • Communicates in an appropriate and professional manner, verbal and written. • Privacy Act, Informed Consent and Code of Rights adhered to and practiced. • Advise Tautoko, Awahi, Māori Health Workers who undertake case work with Tangata Whaiora and whānau and provide guidance in cultural assessments. • Facilitate hui and consult with whānau, hapu and iwi. • Participate in pōwhiri mihi and tautoko manuhiri. Provide oversight of Wairuatanga using karakia, whaikōrero and Tikanga Māori.
To participate in inter-professional health care and quality improvement	
<ul style="list-style-type: none"> • Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care that is reflective of the cultural needs of whānau. • Recognises and values the roles and skills of all members of the health care team in the delivery of care. • When required, assists in helping develop Kaupapa Māori protocols, policies and procedures. • Is computer literate and able to use Microsoft Word and Outlook and Excel. 	<ul style="list-style-type: none"> • Advise and develop Te Korowai Hou Ora staff, Forensic team and Mental Health Services on protocols of tikanga and cultural safety. • Advocate for Māori tangata whaiora/whānau and challenge practices inappropriate to Māori. • Consistently participates and where appropriate co-ordinates multi-disciplinary team meetings and whānau conferences, representing Māori perspective of patient need, and enacting outcomes appropriately. • Participates in activities which monitor/audit delivery of quality patient care e.g. certification processes. • Engages in submission processes as required.
Quality and Risk	
<ul style="list-style-type: none"> • Adherence to Southern DHB Performance Excellence and Quality Improvement Strategy. • Works collaboratively with Occupational Health, Quality and Risk and Infection Control to maintain organisational standards and cultural safety. • Reviews and implements systems to ensure that processes to establish monitor and review the service specific standards of practice and indicators of cultural safety are established and maintained. • Demonstrates an understanding of risk, identifying emerging risks internal/external and ensuring risk mitigation action plans are developed and followed through addressing 	<ul style="list-style-type: none"> • Demonstrates competence in emergency procedures, e.g. fire, and CPR. • Completes Fire, CPR training and updates regularly as required by DHB's policies and procedures. • Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents. • Demonstrates advanced knowledge of Te Whare Tapa Wha (the four cornerstones of health), taha wairau (spiritual well-being); taha hinengaro (mental and emotional wellbeing); taha whānau (social wellbeing) and taha tinana (physical wellbeing).

<p>cultural safety for the tangata whaiora/whānau and organisation.</p> <ul style="list-style-type: none"> • Demonstrates a sound understanding of the Southern District Health Board quality management framework, contributing to and leading quality initiatives. • Cultural aspects are recognised, acknowledged and incorporated into all assessments and interventions. 	<ul style="list-style-type: none"> • Demonstrates their ability to work with Māori models of practice, for example: Te Whare Tapa Wha, Te Wheke, Te Poutama o te pōwhiri etc.
<p>Self-Management</p>	
<ul style="list-style-type: none"> • Develops logical and complete plans to resolve issues. • Manages own time adopting a disciplined approach to establishing and following priorities of work. • Exhibits self-confidence. • Engages in appraisal. • Provide interpreter services, as requested. 	<ul style="list-style-type: none"> • Relationships are developed and maintained with own peer group for robust peer review and support.
<p>Integrity and trust</p>	
<ul style="list-style-type: none"> • Appropriate and helpful in manner when in contact with all others. • Role models values and beliefs that are in line with the service and organisation. • Has empathic and compassionate understanding of the needs of Māori and the diverse realities of those Māori and non-Māori who have contact with Southern DHB health service district wide. • Rewards the right values and disapproves of others. 	<ul style="list-style-type: none"> • Adheres to strong practices and values that are evident in their manner and behaviour.
<p>Other Duties</p>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Southern DHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
<p>Professional Development – self</p>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
<p>Health, Safety and Wellbeing</p>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.

	<ul style="list-style-type: none"> You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Te Tiriti o Waitangi	
<p>The principles of Te Tiriti o Waitangi, as articulated by the courts and the Waitangi Tribunal will guide the Southern DHB response to Māori health improvement and equity. These contemporary principles include:</p> <ul style="list-style-type: none"> <i>Tino rangatiratanga</i>: Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. <i>Equity</i>: Being committed to achieving equitable health outcomes for Māori. <i>Active protection</i>: Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. <i>Options</i>: Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. <i>Partnership</i>: Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori. 	<ul style="list-style-type: none"> You will be able to demonstrate an understanding of Te Tiriti o Waitangi, Māori Indigenous rights and current issues in relation to health and health equity ie: Whakamaua: Māori Health Action Plan 2020-2025. You will contribute to responding to the DHBs Te Tiriti o Waitangi commitment to deliver effective and equitable healthcare with Māori patients and their whānau. You will have the ability to incorporate Māori models of health, patient and whānau-centred models of care, and mātauranga Māori. You will have insights into your own cultural awareness and an understanding of how your social-cultural influences inform biases that impact on your interactions with patients, whānau, and colleagues. Recognising that there is an inherent power imbalance in-patient relationship and ensuring that this is not exacerbated by overlaying your own cultural values and practices on patients.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date