



JOB DESCRIPTION

Job Title	Kaiawhina - Residential Rehabilitation
Reports to	Kaitaataki – daily supervision by Kaiarahi
Location	Auckland
FTE	1 FTE

Who are we?

We are a kaupapa Maori service that proudly supports tangata (clients) of all ethnicities with an intellectual impairment and/or a mental illness. We provide residential, vocational, high and complex needs supports, and a wide range of community supports (including a Choice in Community Living Service). We have offices in Northland, Auckland, Hamilton and Christchurch

Our Whakatauki

“Rangatiratanga mo tatou katoa i runga i nga tikanga o tena o tena o tena”
Self determination for all, regardless of race, colour, creed, iwi, hapu or whanau.

Our Vision

“Ma te ngakau taapatahi ka tutuki – ma nga tangata, ma nga tauwhiro tangata. Ka puawai te apopo nui”

Success through unity – great people, great support, a great tomorrow

Our Values

PANEKIRETANGA – Excellence

Striving for excellence and quality in all that we do

AROHA – Kindness

Expressing compassion and joy for others in all that we do

TUMANAKO – Action

Being proactive to ensure the best outcomes in all that we do

WHAKAPONO – Trust

Acting with honesty and integrity in all that we do

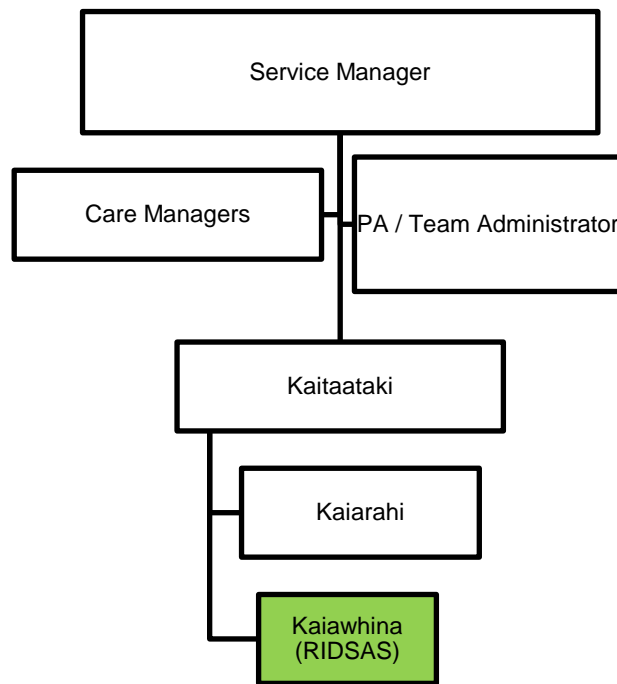
Model of Care

Te Whariki Whakaruruhau is the Te Roopu Taurima’s (TRT) model of services that recognises the intrinsic value and relationship of tangata, their whanau and kaimahi. As a kaupapa Maori service we strive to make a difference in the lives of tangata by surrounding them with a supportive environment based on Maori values of respect and whanau. We actively support tangata centred, self-directed and maximising independence approaches.

Purpose of the Role (Brief description that summarises the purpose of the role)
To support tāngata with an intellectual impairment who become subject to the Criminal Procedure Mentally Impaired persons Act 2003, Intellectual Disability Compulsory Care Rehabilitation Act 2003 and/or Bails Act 2000 through their rehabilitation journey with best practice underpinned by organisational values

Dimensions			
Budget	As approved		
Authorities	In accordance with Te Roopu Taurima's delegated authority policy		
# Sites/Locations	National Office – Tāmaki Makaurau Whare nationwide Support Office – Kirikiriroa Support Office – Te Tai Tokerau Support Office - Ōtautahi		
Key Relationships	Internal Kaimahi Care Manager Kaitaataki Te Roopu Taurima	External Tāngata/Whānau IDOLS Ember Community mental health centres Forensic Coordination service Court Liaison Community Police Specialist Assessors District Inspectors General Practitioners	
Reporting to	Total: 0 FTE	Direct: 0 FTE	Indirect: 0 FTE

Position in Organisation chart



Key Responsibilities / Expected Outcomes

Key Responsibilities	Expected Outcomes
<p>Tikanga Maori</p> <p>Support the use of tikanga and te reo Māori</p> <p>Support tāngata in the use of tikanga and te reo Māori, if appropriate</p> <p>Assist tāngata to regain, develop, maintain and strengthen whānau connections and relationships</p>	<p>Actively participate in Maori processes, events and activities</p> <p>Work toward increasing knowledge of te reo Māori, tikanga, waiata, pepeha, karakia, mihi</p> <p>Uphold organisations values in every aspect of work</p> <p>Relationships are built with whānau and maintained through regular contact</p> <p>Whānau are kept informed of progress and how they can support the tangata's rehabilitation journey</p>
<p>High and Complex Requirements</p> <p>Understand the legal requirements for tāngata subject to relevant legislation</p> <p>Behavioural and environmental risk minimisation</p>	<p>Support tāngata through their rehabilitative journey while adhering to the conditions of the relevant legislation</p> <p>Identify, minimise/eliminate behavioural and environmental risks</p> <p>Report and notify risks using required processes and forms</p>
<p>Care and Rehabilitation Plan</p> <p>Work independently and collaboratively with your colleagues and Care Manager to achieve goals identified in Care and rehabilitation plan for tāngata</p>	<p>Tangata are supported to achieve rehabilitative and personal goals that empowers them to make good decisions to live an healthy self-determined independent life</p>
<p>Behaviour Support</p> <p>Manage challenging behaviour</p>	<p>Role model desired behaviour that is underpinned by organisations values</p> <p>Able to de-escalate challenging behaviour</p>

<p>Promote good decision making</p> <p>Promote healthy lifestyle</p> <p>Promote healthy, respectful relationships</p> <p>Use supported decision making techniques and tools</p> <p>Use active support techniques and tools</p>	<p>Identify and mitigate risk to all āangata, kaimahi and the community</p> <p>Actively support tāngata to make good decisions</p> <p>Encourage healthy lifestyle options-eating, exercising</p> <p>Actively support tāngata to engage with others in a respectful way</p>
<p>Intellectual Impairment</p>	<p>Accessible format, use of language</p> <p>Demonstrates understanding of Health and Disability services consumers rights</p> <p>Actively promotes tāngata ability to have as much choice and control over their own lives as possible</p>
<p>Multi-Disciplinary Team and organisation</p>	<p>Active participant in reviews to ensuring inroads are made to support a positive rehabilitation journey</p>
<p>Administration</p>	<p>Tangata goal planners are up to date</p> <p>Incident forms completed in timely manner</p> <p>Daily diary entries made</p> <p>Key stakeholder information is up to date</p> <p>Environmental checks are completed each shift</p> <p>Relevant information is documented and shared with key stakeholders</p> <p>Ensure visitor information is recorded</p> <p>Medication administration is recorded</p> <p>Tangata ledgers are up to date</p> <p>Vehicle log book is up to date</p> <p>Repair and maintenance reports completed as required</p> <p>Email correspondence checked each shift with relevant information entered into communication book</p> <p>Weekly planners are up to date</p>

	<p>Menu planners are varied, nutritious and healthy-shopping lists are developed accordingly</p> <p>Tangata files are up to date</p> <p>Tangata inventories are up to date</p> <p>Whare inventory is up to date</p>
<p>Business Continuity Planning</p> <p>Work with the manager to develop an action plan for risk management during a natural disaster.</p> <p>Assist in the design, familiarisation and use of an emergency support plan that embraces best practices.</p>	<p>Facilitates emergency preparedness plans to prepare staff and tāngata e.g. fire drills, earthquake drills</p>
<p>Wellness Development</p> <p>Holistic approach to wellness</p> <ul style="list-style-type: none"> • Wairua • Hinengaro • Tinana • whānau 	<p>Support tāngata to attend all health appointments</p> <p>Support tāngata to explore Māori health interventions</p> <p>Be an active listener and facilitate two way communication</p> <p>Strengthen whānau relationships</p> <p>Deliver care and rehabilitation plans</p> <p>Provide medication administration</p>

<p>Quality Development</p> <p>Continuously seek to improve on support provided to tāngata and consistently follows through support and rehabilitation plans for tāngata as well as adhering to policies and processes.</p> <p>Follows best practice in all work and is a role model to all staff and tāngata</p> <p>Report any abuse or neglect of tāngata to relevant manager or report via incident reporting</p>	<p>Provides constructive feedback to improvise processes, policies, protocols and systems to enhance the quality of care and services to tāngata.</p>
<p>Managing assets and commodities</p> <p>Works with the team to protect tangata's finances and other goods</p> <p>Organisations assets and commodities are valued</p>	<p>Support tangata to make good financial decisions/purchases</p> <p>Support tangata to participate in up keep of whare and vehicle</p> <p>Whare is well presented inside and out, and appropriate purchases are made and accounted for</p> <p>Vehicle maintenance; road worthy, clean and tidy</p> <p>Appropriate documentation complete to ensure above outcomes are achieved</p>
<p>Professional Development/ core training requirements are valid</p> <p>Accept responsibility for own professional development</p> <p>Responsible to maintain core trainings</p>	<p>Takes appropriate initiative for their own development</p>

	To be up to date with all core training requirements, have a working knowledge of expiration dates
<p>Personal Health and Safety (H&S)</p> <p>Comply with relevant codes of practice, standards, policies, procedures, H&S and employment legislation.</p> <p>Ensure own and others safety at all times.</p> <p>Report all incidents/accidents including near misses in a timely fashion.</p> <p>Identify, report and manage hazards in your immediate work area and workplace.</p> <p>Is involved in H&S through participation and recognise individual responsibility to workplace Health and Safety.</p>	<p>Compliance with legislation.</p> <p>Policies and practices adopted and adhered to by the TRT.</p> <p>All incidents reported in a timely manner.</p> <p>All hazards effectively managed.</p> <p>Increase in health and safety awareness across the TRT.</p> <p>Positive health and safety culture in the workplace.</p>
<p>General</p> <p>Assist's TRT to create and embed a culture of strong ethical behaviour, quality and continuous improvement.</p> <p>Adhere to and observe all policies, procedures and practices.</p> <p>Other duties as required in addition to, or as a result of, changing circumstances which contribute to achieving the purpose of the role.</p>	<p>Act as an ambassador for the organisation.</p> <p>Live the values.</p>

Skills / Qualifications / Experience

Essential	Desirable
Experienced in corrections, probations, security, disability and/or health particularly with people of high and complex needs	Relevant qualification is desirable
Commitment to tikanga and te reo Māori	Experienced in dealing with tāngata with high and complex needs/behaviours
Strong communication (written and verbal) and relationship skills	
Strong Interpersonal skills; resilient, assertive and enthusiastic with the ability to deal with people from diverse backgrounds	
Demonstrates maturity by making effective decisions at all times. Possess a calm demeanour and is resilient during challenging times	
Computer literate	
A team player	
Strong organisational and time management skills	
Action oriented, honest, reliable and focuses on solution finding	
Good level of physical fitness to undertake this active role	
Flexibility to commit to rotating rosters including weekends and public holidays	
Current Full NZ drivers licence with the ability to drive manual vehicles.	
A clear Ministry of Justice check	

