



## POSITION DESCRIPTION

### Mana Ake Kaimahi

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*This document is subject to annual review*

#### SECTION A

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| <b>POSITION:</b>                 | Mana Ake Kaimahi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REPORTS TO</b>                | Organisational Line Management<br>Mana Ake Kaiārahi (Team Leader)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POSITION PURPOSE:</b>         | Kaimahi work within the context of the Mana Ake – Stronger for Tomorrow initiative. The role supports tamariki, whānau and kura, promoting wellbeing and providing support when there are identified wellbeing or mental health concerns for tamariki in years 1-8 at school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DIMENSIONS:</b>               | <b>Staff: Mana Ake kaimahi report to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | <b>Internal:</b> <ul style="list-style-type: none"><li>▪ Organisational line management</li><li>▪ Mana Ake kaiārahi</li><li>▪ Mana Ake team members</li><li>▪ Mana Ake Project Team</li></ul> <b>External (includes but not exclusive to):</b> <ul style="list-style-type: none"><li>▪ Whānau and carers</li><li>▪ Schools</li><li>▪ School Cluster Leadership</li><li>▪ Community service providers and organisations</li><li>▪ Specialist mental health services (Te Roopu Kimiora)</li><li>▪ Oranga Tamariki</li><li>▪ Resource Teachers Learning &amp; Behaviour (RTLb)</li><li>▪ Ministry of Education</li><li>▪ Social Workers in Schools</li><li>▪ School counsellors and guidance networks</li><li>▪ Public Health Nurses and School Based Nurses</li><li>▪ Iwi</li><li>▪ General Practices</li></ul> |

## KEY TASKS AND RESPONSIBILITIES:

Achievement of the position objective will involve the following:

| Key Areas of Accountability                                                                                                                         | Performance Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| To commit to the collaborative principles, practices and procedures of Mana Ake and their employing organisation.                                   | Kaimahi will conduct themselves in a way that upholds the integrity of the Mana Ake initiative and that of their employing organisation, recognizing that their actions impact widely in the rohe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| To proactively uphold the principles of the Treaty of Waitangi in all aspect of the work.                                                           | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• Provide support that is culturally responsive</li> <li>• Ensure culturally, and linguistically diverse populations are supported in a culturally appropriate manner</li> <li>• Commit to ongoing development in respect to being culturally competent</li> <li>• Be mindful of institutional racism and proactively seek to minimize barriers to access and support</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| School Culture                                                                                                                                      | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• Support the values, goals, objectives and policies of the school environment</li> <li>• Show loyalty to the school as a whole; including its staff, management and board of trustees</li> <li>• Demonstrate warm, professional, positive relations with staff, students and whanau</li> <li>• Work collaboratively, effectively and efficiently; communicating and sharing workload, planning and resources as necessary, meeting deadlines and willingly supporting kura decisions</li> <li>• Be a role model for school values in terms of personal actions</li> <li>• Uphold the school charter – in particular their vision and strategic goals, and accept, model and promote the school values embodied in their charter</li> <li>• Be punctual and dressed in suitably professional attire</li> <li>• Uphold an “Above the line/I runga te reina” Kaupapa at all times</li> <li>• Be solutions focused and above all be positive</li> </ul> |
| To develop, encourage, model and maintain inclusive, collaborative and respectful relationships across all contexts.                                | <p>Kaimahi will establish and proactively maintain positive relationships with:</p> <ul style="list-style-type: none"> <li>• Tamariki</li> <li>• Whānau</li> <li>• Schools</li> <li>• Communities</li> <li>• Colleagues</li> </ul> <p>Kaimahi will notice and challenge barriers to access for tamariki and whānau and support schools, services and colleagues to address them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| To provide accessible, responsive support to tamariki, whānau and schools that is evidence informed, empowering and enhances community connections. | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• Work in accordance with Mana Ake practice guidance</li> <li>• Be led by schools and whānau priorities and aspirations</li> <li>• Be well informed about the range of supports available</li> <li>• Seek to build connections across schools and communities</li> <li>• Provide support that is fit for context</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Be known in the communities they support</li> <li>• Seek to add value by identifying opportunities to enhance wellbeing outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| To work in collaboration with schools / clusters and the agencies that support them to identify priorities and design responses that are fit for their context and promote sustainability. | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• develop positive relationships with key school staff including the SENCO, classroom teachers and teacher aides</li> <li>• work with schools, clusters and virtual teams to co-design interventions and wellbeing strategies to meet cluster-wide needs and the needs of specific schools</li> <li>• support kaiārahi and clusters in the integration of their processes which are specific to each cluster.</li> </ul>                                                                                                                                                      |
| To provide assessment, intervention and support that reflects mana enhancing, empowering and strengths-based practice                                                                      | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• work according to the Mana Ake practice guidelines and their providers' expectations</li> <li>• place a strong emphasis on evidenced informed</li> <li>• identify and build on client and whānau strengths</li> <li>• share skills and strategies with whanau so that caregivers are empowered to support clients in their home environment</li> <li>• share skills and strategies with schools so that school staff are empowered to support clients in the school environment.</li> </ul>                                                                                 |
| To ensure confidentiality and privacy for all individuals, whānau and agency information.                                                                                                  | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• follow the privacy policies and procedures of their employing organisation and act in accordance with the law and their professional body</li> <li>• maintain timely records in the Paua Client Management System in accordance with the Mana Ake Paua Guidelines.</li> <li>• ensure that conversations regarding individuals or whānau held in public areas of schools or other settings are conducted in a way that maintains confidentiality.</li> </ul>                                                                                                                 |
| To ensure all advice, guidance and support is evidence informed, high quality and protects and promotes the reputation of Mana Ake                                                         | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• take responsibility for accessing high quality resources that reflect the standards we work to</li> <li>• use and promote Leading Lights and the Mana Ake website as a key resources to support and promote wellbeing for tamariki.</li> <li>• share their skills and knowledge with their colleagues</li> <li>• participate in training programmes provided through Mana Ake and their organisation</li> <li>• identify knowledge and resource gaps and seek assistance</li> <li>• provide leadership in accessing information for tamariki, whānau and schools</li> </ul> |
| Participate in supervision that enhances practice                                                                                                                                          | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• prepare for and attend at least monthly supervision and/or as required by their agency and professional body.</li> <li>• provide their employing organisation with a record of their supervision.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                |

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|                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• implement learnings from supervision and evidence this with their provider/ employer.</li> </ul>                                                                                                                                                                                                                                                                                                    |
| Ensure that child safety is paramount, and practices are followed in accordance with the Vulnerable Children’s Act (2014)                                                                                                                                                           | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• participate in child protection training.</li> <li>• be familiar with their agency policy(ies) related to child safety and those of the schools they work in, and act accordingly.</li> </ul>                                                                                                                                                                                  |
| Actively contribute to a positive health, safety and wellbeing culture                                                                                                                                                                                                              | <p>Kaimahi will:</p> <ul style="list-style-type: none"> <li>• take responsibility for their own health, safety and wellbeing</li> <li>• actively contribute to a culture of wellbeing across the Mana Ake network</li> <li>• ensure no action or inaction on their part endangers anyone else they work with</li> <li>• be familiar with relevant health and safety policies of their employer and the environments they work in.</li> </ul> |
| <p>The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the initiative change. Accordingly, the position will undertake any other tasks and duties as agreed from time to time with the Mana Ake team or employer</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## SECTION D

| Qualifications and Technical Skills                                                                                                      | Essential | Desirable |
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| Level 4 minimum qualification or commitment to work towards this, and/ or experience relevant to health, Social Services or education    | ✓         |           |
| At least 12 months experience in working in the field of mental health and wellbeing, child health, education or social support services |           | ✓         |
| Current full driver's license                                                                                                            | ✓         |           |
| Information technology and administration literacy                                                                                       | ✓         |           |
| Clearance under the provisions of the Vulnerable Children's Act (2014)                                                                   | ✓         |           |

| Experience:                                                                                                                            | Essential | Desirable |
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| Commitment to working effectively with Maori, Pacific, Culturally and Linguistically Diverse (CALD) communities.                       | ✓         |           |
| Knowledge of child health services, general practice and NGO provider networks                                                         |           | ✓         |
| Developed networks and relationships within the health, education and social services sectors and the ability to navigate within these |           | ✓         |
| Experience in brief intervention                                                                                                       |           | ✓         |
| Good computer/ technical skills including the use of emails, internet and Microsoft applications (Move to technical skills)            | ✓         |           |

| Personal Attributes:                                                                                                   | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Excellent communication and interpersonal skills                                                                       | ✓         |           |
| Ability to establish rapport with children and whānau                                                                  | ✓         |           |
| Ability to set and maintain professional boundaries                                                                    | ✓         |           |
| Excellent time management and organisational skills                                                                    | ✓         |           |
| Able to work collaboratively in a range of formal and informal team setting and autonomously as the situation requires | ✓         |           |
| Commitment to holistic, flexible and responsive working                                                                | ✓         |           |
| Willingness to work with whānau in their homes                                                                         | ✓         |           |
| Willingness to work in a multidisciplinary setting and across different agencies                                       | ✓         |           |
| Ability to engage and maintain relationships                                                                           | ✓         |           |
| Adaptable and flexible in approach to service design and delivery                                                      | ✓         |           |
| Commitment to ongoing professional development                                                                         | ✓         |           |
| Ability to communicate in different languages                                                                          |           | ✓         |