

# Job Description

1. **Job Title:** Kaiwhakahaere Whare - Kaupapa Rakatahi  
Supervisor - Young Mums Waihōpai - Whaea taiohi
2. **Reports to:** Kaiwhakahaere (Chief Operations Officer)
3. **Day to day supervision** Kairuruku Whare - Kaupapa Rakatahi Co-ordinator YTH Waihōpai
4. **Section:** Community Services Support
  
5. **Date created:** 12 August 2021
6. **Version:** 1.0
  
7. **Job Purpose:** To:
  - Provide support, safety and security to the residents of Young Mums Waihōpai;
  - Keep records of movement of residents and assist with ante-natal / post-natal services;
  - To be accessible to residents, neighbours, and other services 24 hours a day and respond to any occurrence involving the house or the resident clients which arises
  
8. **Declaration**  
The duties of this role are not limited to those listed below but include other duties as are required to assist in the operation of Methodist Mission Southern, as determined by the Kaiwhakahaere. This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Kaiwhakahaere may authorise a new Job Description at any time.

## 9. Job Responsibilities

| Strategic Objective   | Accountabilities/Area of Responsibility   | Outcome Measure  |
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| To ensure that the safety and security of the residents and the facility is monitored and maintained. | <p>Head count of programme participants is carried out prior to lights out and is randomly repeated throughout the night.</p> <p>Internal, external and boundary checks of the facility.</p> <p>Residents who wake in the night are attended to.</p> <p>Verbal consultation with the rostered staff on call happens to ensure that the safety and security of the programme and its participants are maintained if a situation arises.</p> <p>Staff communication log is completed.</p> | <p>All movement of residents are recorded in the staff log.</p> <p>Time of routine checks is noted and signed.</p> <p>Appointments with services are arranged and noted.</p> <p>Resident case notes are completed.</p> |

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| <p><b>Health and Safety</b></p>              | <p>Has knowledge of and is able to apply emergency procedures, location of safety equipment and materials</p> <p>Is aware of and can identify hazards to which employees may be exposed and takes action accordingly.</p> <p>Is able to prevent or minimise the adverse effects of hazards</p> <p>Participates in health and safety management in all work practices.</p> <p>Complies with all organisational policies, systems and procedures that related to Health and Safety.</p> | <p>Is aware of and can identify hazards to which the organisation may be exposed, and they may create and takes appropriate action accordingly</p> <p>Adverse effects of hazards are minimised</p> <p>Is aware of and complies with responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</p> |
| <p><b>Provide medications on request</b></p> | <p>All medications are provided in accordance with the organisational medication policy.</p>  | <p>Individual resident medication files are completed accurately and promptly.</p>   |
| <p><b>Treaty of Waitangi</b></p>             | <p>Has knowledge and understanding of the Treaty of Waitangi and its application in terms of the articles and principles</p>  | <p>Demonstrates in practice knowledge and understanding of culturally appropriate and effective practice in all aspects of service delivery.</p>   |
| <p><b>Completion of household tasks.</b></p> | <p>All household washing is washed, dried and folded away.</p> <p>Stocks are replenished from store areas.</p> <p>Left over cleaning jobs from the day are completed. (eg: wiping down of surfaces).</p> <p>Laundry schedule is completed.</p>  | <p>Stock inventories are completed. Safe environment documentation is completed.</p> <p>Fridge and Freezer monitoring is compiled.</p>   |
| <p><b>Administrative duties</b></p>          | <p>All filing is completed promptly and accurately.</p> <p>Office areas are cleaned nightly.</p> <p>Ensure documentation that needs to be photocopied is identified ready to be photocopied.</p> <p>Daily programme changes are confirmed and faxed to admissions and Data Entry.</p> <p>Continuous communication of incidents and achievements with team</p>   | <p>Filing is up to date.</p> <p>The staff office is clean and tidy ready for day staff.</p> <p>Data entry is accurate and up to date.</p> <p>Daily handover<br/>Required to attend weekly staff meetings</p>   |

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| <b>Team Participation</b>                           | Works cooperatively with colleagues in all aspects of support of clients.  | YTH Co-ordinator expresses satisfaction.   |
| <b>Continuous Quality Improvement</b>               | Demonstrates a commitment to continuous quality improvement.<br><br>Participates in continuous quality improvement activities which contribute to service improvements as directed by the Team Leader<br><br>Contributes to monitoring and evaluation activities as required and directed. | Demonstrates an awareness of quality improvement principles.<br><br>Participates in quality activities                     |
| <b>Maintain own skills, knowledge and expertise</b> | Personal and professional development needs are regularly identified and met<br><br>Participates in relevant training programmes as required, or as approved, to enable the provision of best practice.  | The appraisal process shows growth towards identified professional competencies<br><br>Has a current performance appraisal |

| <b>Skills</b>   |  |
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| <i>Essential</i>  | <i>Desirable</i>   |
| <p>Demonstrates ability to interact effectively with a wide range of people.</p> <p>A basic understanding of Te Reo Māori and Tikaka with a willingness to develop these skills further</p> <p>A commitment to working for a bicultural organisation</p> <p>Good written and oral communication skills and applies values of being kind – Manaakitanga, open – Whaikakaaro, positive – Whaiwhakaaro and community - Whanaungatana.</p> <p>Communicates clearly and concisely when seeking and/or providing information</p> <p>Good time management, reliability, planning skills.</p> <p>Ability to work as an effective team member of a team.</p> <p>Self-motivated eager and enthusiastic team player.</p> <p>Participate collaboratively as part of a team and contribute to a positive team culture.</p> <p>High level skills in engagement, de-escalation, conflict resolution, and problem solving.</p> <p>Ability to influence others in a non-directive manner.</p> <p>Ability to use initiative and to be able to adapt to changing circumstances.</p> <p>Resilience – a demonstrated ability to persevere through periods of workload and stressful situations.</p> <p>Understands the importance of safety, security and <b>professional boundaries</b>.</p> <p>To recognise own level of competence and limitations to ensure safe practice.</p> | <p>Group facilitation skills</p> <p>Administration skills</p> <p>Evidence of breast feeding support training</p> <p>Knowledge of child protection legislation and the ability to manage a demanding workload</p> <p>Knowledge of child development, antenatal care and experience working with young parents</p> |

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| <p>Operates within the organisation in a non-discriminatory manner by respecting the rights of others.</p> <p>Can demonstrate empathy and has an understanding of the needs of others.</p> <p>Able to manage diversity and encourage and assist others in this.</p> <p>Ability to work with situations of conflict and crisis in a calm and orderly manner.</p> <p>Knowledge of basic parenting skills.</p> <p>To inform and promote positive parenting in relation to the transition to parenthood through health education e.g. the prevention of SIDS.</p> <p>Able to provide caring support to mothers and be able to cope with sensitive and emotional circumstances if they occur.</p> <p>Able to assist the mother with her chosen method or feeding the baby, including giving advice and information on breast feeding to meet 'baby friendly' standards.</p> <p>Able to assist the mother with practical care of the baby e.g. nappy changing, top and tailing, bathing, eye and cord care.</p> |   |
| <b>Experience</b>   |   |
| <i>Essential</i>  | <i>Desirable</i>  |
| <p>Experience in working with adolescents/young people</p> <p>Experience in working with Māori youth</p> <p>Ability to manage cognitive and behavioural patterns and understanding of mental health issues.</p> <p>An understanding and knowledge of cultural norms, practices and traditions to all ethnicities/peoples.</p> <p>A full clean, driver's license.</p> <p>First aid certificate.</p>  | <p>Knowledge of the effects related to the misuse of alcohol and other drugs.</p> <p>Experience and/or training in the provision of residential care.</p> |
| <b>Health and Safety</b>  |   |
| <i>Essential</i>  | <i>Desirable</i>  |
| <p>To promote good hand hygiene and minimise the spread of infection</p> <p>Take personal responsibility and accountability for own infection prevention and control practice</p> <p>To demonstrate the principles of sterilization and safe preparation of artificial milk feeds.</p> <p>Vaccinations are current</p>  |   |

#### Authorisations

|             |              |
|-------------|--------------|
| Staffing    | No authority |
| Contractual | No authority |
| Financial   | No authority |

#### Relationships

**Functional relationships:**

Kairuruku Whare - Kaupapa Rakatahi Co-ordinator YTH Waihōpai  
Kaiwhakahaere Hapori Rakatahi YTH and Community Manager  
Kaitohutohu Māori  
Kaiwhakahaere  
All Mission staff  
Other Community Agencies

**8. Authorisation of Job Description**



Kaiwhakahaere:

Date: February 2022

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