

## POSITION DESCRIPTION – KAITAUTOKO TE MANAWANUI – NORTH TARANAKI

DATE & LOCATION		RESULTS STATEMENT	PERSON SPECIFICATION
<p><b>Date:</b> October 2025</p> <p><b>Location:</b> North Taranaki</p> <p><b>Reports to:</b> Tuakana Te Manawanui</p>		<p>The Kaitautoko Te Manawanui supports whānau to bridge the gap between themselves, general practices, and community services. They deliver health coaching and self-management education alongside the Kaiwhakaako-a-hauora, providing evidence-based interventions to individuals, groups, and whānau. Working across medical practices in North Taranaki, the Kaitautoko supports whānau to access culturally responsive, accessible, and practical mental health and addiction support, enabling improved health outcomes and wellbeing.</p>	<p>The Kaitautoko Te Manawanui is a compassionate and culturally grounded kaimahi who builds strong relationships with whānau and supports them to achieve their health and wellbeing goals. They bring practical knowledge of Māori communities, strong communication skills, and the ability to work collaboratively within multidisciplinary teams to provide accessible, responsive, and holistic support.</p>
PRIMARY RESPONSIBILITIES		QUALIFICATIONS, SKILLS AND EXPERIENCE	
<ul style="list-style-type: none"> <li>Deliver whānau-centred practice within a multi-disciplinary team.</li> <li>Provide health coaching and self-management support, empowering whānau toward self-advocacy and wellbeing.</li> <li>Support Māori communities, iwi, and whānau through culturally responsive approaches.</li> <li>Bridge the gap between clinicians and whānau, offering practical and emotional support.</li> <li>Collaborate with the Kaiwhakaako-a-hauora and general practice teams to ensure integrated and sustainable service delivery.</li> <li>Support whānau to navigate between general practice, community supports, Te Whatu Ora, and NGO services.</li> <li>Maintain accurate documentation in the practice PMS and Whānau Tahi systems.</li> <li>Build and sustain relationships with general practice teams, NGOs, and community providers.</li> <li>Apply Te Tiriti o Waitangi principles and use an equity lens in all work.</li> <li>Promote whānau strengths, self-determination, and positive health outcomes.</li> <li>Contribute to quality, risk management, and continuous improvement.</li> <li>Maintain safe work practices in accordance with Tui Ora Health &amp; Safety procedures.</li> <li>Engage in professional and cultural development.</li> <li>Uphold Tui Ora Ngā Ūara principles through everyday mahi.</li> </ul>		<p><b>Qualifications &amp; Registration:</b></p> <ul style="list-style-type: none"> <li>Relevant health or disability qualification (preferred).</li> <li>Full, clean New Zealand driver licence.</li> </ul> <p><b>Experience &amp; Skills:</b></p> <ul style="list-style-type: none"> <li>Proven ability to connect and build positive relationships with whānau.</li> <li>Knowledge and practical application of tikanga Māori (desirable).</li> <li>Understanding of Māori aspirations and challenges within the health context.</li> <li>Knowledge of community agencies and resources supporting whānau wellbeing.</li> <li>Strong communication skills—interpersonal, written, and oral.</li> <li>Proficiency with client management systems and Microsoft Office suite.</li> <li>Excellent organisational skills, integrity, and self-management.</li> <li>Commitment to equity, collaboration, and whānau-centred approaches.</li> </ul>	
FUNCTIONS AND REPORTS			
<p><b>Direct Reports:</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>		<p><b>Works closely with:</b></p> <ul style="list-style-type: none"> <li>Whānau, hapū, iwi</li> <li>Kaiwhakaako-a-hauora</li> <li>Tui Ora and Te Manawanui kaimahi</li> <li>General practice teams and community partners</li> <li>Government and NGO services (e.g. Te Whatu Ora, MSD)</li> <li>Te Kawau Mārō Alliance</li> </ul>	