



Position Title:	Ngā Pūkenga Atawhai Registered Nurse
Responsible to:	Pūkenga Kaiwhakahaere Site Manager
Whakatakanga:	Ma te huruhuru ka rere te manu <i>A bird is adorned with its plumage in order that it may take flight</i>
Kitenga:	Me whakahaumanu te mana o te whānau a, ka haere whakamua <i>Revitalise whānau for their future</i>
Position Purpose:	To ensure whānau are able to access integrated, coordinated support services that are responsive to their needs through community-based nursing services.
Date:	Dec 2023

*Te Piki Oranga is a quality Māori wellness service provider in Te Taihū o Te Waka-a-Māui (Nelson/Tasman/Marlborough). We have highly qualified kaimahi, who provide healthcare and prevention programmes for whānau from our health hubs in Wairau (Blenheim), Whakatū (Nelson) and Motueka, from our mobile clinics or in whānau homes. Our emphasis is on whānau wellbeing and our tūāpapa (foundation) is a value (uara) based service that strives to meet the following:*

**Manaakitanga** (aroha, hospitality, kindness, generosity, support) – this is an act of caring for a person’s mana (dignified presence) expressed through generosity, caring and compassion in all we do. **‘He aroha whakatō, he aroha puta mai’** *‘If kindness is sown, then kindness you shall receive’.*

**Whanaungatanga** (relationship, kinship, sense of family connection) – our connections both physically and spiritually are what brings us together as a whaanau and community. Working together for a collective goal. **‘Whāngaia, ka tipu, ka puāwai’** *‘That which is nurtured, blossoms and grows’.*

**Kaitiakitanga** (guardianship and protection) – in the Māori world view, people are closely connected to the land and nature. Kaitiakitanga has the belief that humans are part of the natural world. Preservation of taonga such as Te Reo Māori (Māori language) me ōna tikanga (traditional customs and practices) are values for every day. **‘Toitū te Marae a Tāne, toitū te Marae a Tangaroa, toitū te iwi’** *‘If the land is well, and the sea is well, the people will thrive’.*

**Wairuatanga** (spirituality) – is our sense of connection between people and the environment around us and believing that there is a spiritual existence. In addition to the physical, wairuatanga contributes to a sense of belonging and is essential to hauora (wellbeing). **‘He oranga ngākau, he hikinga wairua’**

*'When it touches your heart, it lifts your spirit'.*

**Kotahitanga** (unity, collective action) – this is developing and maintaining a unity of purpose and direction. All must be encouraged to make their contribution, to have their say in the pursuit of hauora. **'Ehara taku toa i te toa takitahi, engari he toa takitini'** *'My success should not be bestowed onto me alone, as it was not individual success, but success of a collective'.*

**Rangatiratanga** (leadership, right to exercise authority) – is the expression of the attributes of a rangatira including humility, leadership by example, generosity, kindness, diplomacy, and knowledge of benefit to people. **'He aha te kai a te rangatira? He kōrero, he kōrero, he kōrero'**. *'What is the food of the leader? It is knowledge, it is communication'.*

### Key Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Whānau</li> <li>• Ministry of Social Development</li> <li>• Community organisations</li> <li>• Iwi groups</li> <li>• Te Whatu Ora</li> <li>• Te Aka Whai Ora</li> <li>• Housing New Zealand</li> <li>• Department of Corrections</li> <li>• General Practitioners</li> <li>• Lawyers</li> </ul>	<ul style="list-style-type: none"> <li>• Tumuaki</li> <li>• Pūkenga Kaiwhakahaere</li> <li>• Tapuhi Arahanga</li> <li>• Management team</li> <li>• Other kaimahi</li> <li>• Volunteers</li> </ul>

### Authorities

Financial	TBD
Staffing	Nil

### Key Results Areas / Key Achievement Areas

The position of Ngā Pūkenga Atawhai encompasses the following Key Accountabilities:

- Māori Cultural
- Service Delivery
- Health Education and Promotion
- Community Outreach
- Reporting / Administration
- Tikanga Haumarū/Safe Environment
- Personal and Professional Development
- Takohanga a TPO/Organisational Responsibilities

Core Responsibilities	Jobholder is successful when:
<p><b>Māori Cultural</b> <i>All activities and actions are guided by tikanga and kawa.</i></p>	<ul style="list-style-type: none"> <li>• All activities and actions are guided by Tikanga Māori.</li> <li>• There is active liaison with Te Piki Oranga Pou Taki around cultural matters.</li> <li>• A cultural assessment is undertaken and goals for cultural development training are identified and achieved within a reasonable timeframe.</li> <li>• Improve the experience for whānau and their whānau with mana enhancing service.</li> <li>• Cultural activities within Te Piki Oranga are engaged with and supported.</li> </ul>

Core Responsibilities	Jobholder is successful when:
<p><b>Service Delivery</b> <i>Assigned whānau is assessed and a comprehensive whānau plan is developed to address whānau needs and goals.</i></p>	<ul style="list-style-type: none"> <li>• Information is collected to form a comprehensive assessment and subsequent whānau plan.</li> <li>• Risk assessment (e.g., suicide, family violence screening) is carried out.</li> <li>• A whānau plan is developed with the whānau identified goals and aspirations.</li> <li>• Whānau transition through the whānau plan is facilitated and whānau are supported to meet their whānau plan goals.</li> <li>• Interventions are whānau (individual) focussed and whānau (family) are involved in the process as appropriate.</li> <li>• Other health-related needs are identified for whānau (individual) / whānau (family) for internal and/or external referrals.</li> <li>• Appropriate outcome measurement tools are used in a meaningful way with whānau.</li> <li>• Health advice and follow-up is provided to assigned whānau.</li> <li>• Whānau have access to internal and external programmes and services (e.g. coordinating necessary primary and secondary care).</li> <li>• The implementation of agreed strategies are supported to progress recovery from the impact of COVID-19 to improved health and social status.</li> <li>• Whānau (individuals) are linked to whānau (family), hapū, and iwi where appropriate.</li> <li>• Cultural assessments are completed with whānau.</li> <li>• whānau progress is assessed as part of a Te Piki Oranga multidisciplinary team process.</li> </ul>
<p><b>Health Education and Promotion</b> <i>Health knowledge and literacy of target Māori population improves.</i></p>	<ul style="list-style-type: none"> <li>• Whānau are supported and engaged with their whānau plan.</li> <li>• Work is undertaken with other kaimahi at Te Piki Oranga to promote and reinforce health messages in the wider community (e.g., diabetes, asthma, heart diseases, cancer, vaccinations).</li> </ul>
<p><b>Community Outreach</b> <i>Te Piki Oranga engages with the local community to understand community needs and advocate for the community with funders to enable appropriate services to be delivered.</i></p>	<ul style="list-style-type: none"> <li>• Te Piki Oranga is assisted to develop and maintain a presence in the community.</li> <li>• Links and consultation between whānau, community and service agencies are provided (e.g., attend appropriate community meetings on health issues and share information and encourage referrals). A profile of key health services, community groups and organisations in the local area is developed.</li> <li>• Community need is identified and quantified.</li> </ul>
<p><b>Reporting / Administration</b></p>	<ul style="list-style-type: none"> <li>• Whānau client notes are maintained and kept up to date on Te Piki Oranga client management system (INDICI).</li> <li>• Reports are to a high standard and meet reporting deadlines.</li> <li>• Documentation and reporting meet relevant funder and statutory requirements.</li> <li>• Te Piki Oranga meets the relevant reporting requirements of the Board and funders.</li> <li>• Client confidentiality is maintained, and privacy legislation is complied with.</li> </ul>

Core Responsibilities	Jobholder is successful when:
	<ul style="list-style-type: none"> <li>• Issues for management are brought up in team meetings and/or with the Tapuhi Arahanga / Clinical Lead.</li> <li>• Enquiries from external agencies are addressed appropriately.</li> <li>• Kaimahi keep up to date with latest IT equipment and software.</li> </ul>
<b>Tikanga Haumaru/Safe Environment</b>	<ul style="list-style-type: none"> <li>• All TPO policies, procedures, rules, and work instructions are familiar and able to be followed as outlined. Or, if not, your Pūkenga Kaiwhakahaere has been advised of any gaps in knowledge around these so that support can be provided.</li> <li>• Any near misses or accidents are consistently being actively identified, including anything you are aware of that could cause a near miss or accident in future. These are reported to the appropriate Health &amp; Safety kaimahi and your Pūkenga Kaiwhakahaere.</li> <li>• Protocols for the proper use of any safety equipment or clothing provided e.g. PPE are understood and followed.</li> <li>• Effective Covid health and safety protocols are followed, including following updates to these protocols as protocols develop through increased experience.</li> <li>• The Health and Safety protocols of any external organisations that you work with as part of this mahi are followed.</li> </ul>
<b>Personal and Professional Development</b>	<ul style="list-style-type: none"> <li>• Regular case management and supervision is undertaken with the Tapuhi Arahanga / Clinical Lead and/or an appropriate external clinical supervisor.</li> <li>• Client issues are addressed in supervision and client reviewing meetings.</li> <li>• Any qualifications, registrations or practicing certificates required for legal and safe practice is maintained.</li> <li>• Learning opportunities are actively pursued, and a relevant training plan is developed.</li> <li>• The annual performance review process is actively engaged with.</li> <li>• In-service training is attended and supported as required.</li> </ul>
<b>Takohanga a TPO/Organisational Responsibilities</b> As an employee of Te Piki Oranga these are the responsibilities of all kaimahi.	<ul style="list-style-type: none"> <li>• Policies and procedures of Te Piki Oranga are known and complied with.</li> <li>• All activities undertaken on behalf of the organisation comply with all legal, statutory, and regulatory requirements, including the codes of conduct of any professional and industry bodies with which the organisation has formal or informal ties.</li> <li>• Quality improvement processes are supported and engaged with.</li> <li>• Knowledge is shared organisation wide.</li> <li>• Communication is effective and timely, and requests are responded to in a timely and appropriate manner.</li> <li>• Additional duties outside of this job description required from time to time by the nature of our business.</li> <li>• Behaviour is aligned with ngā Uara/our values.</li> </ul>

Core Responsibilities	Jobholder is successful when:
	<ul style="list-style-type: none"> <li>• Te Piki Oranga is represented appropriately as required and the mana of whānau, the mahi and the organisation is upheld.</li> <li>• Relationships with funders and other organisations are maintained and developed.</li> <li>• Assistance and support to orientate new kaimahi is provided when requested.</li> <li>• Any other tasks as agreed.</li> </ul>

## Core Competencies / Person Specifications

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor of Nursing</li> <li>• You must hold a current practicing certificate/registration the NZ Nursing Council.</li> <li>• Full driver's licence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with Māori</li> <li>• Experience working in a health and/or social services organisation</li> <li>• Working knowledge of relevant legislation</li> <li>• Experience working in a Māori organisation</li> <li>• Knowledge and experience using Māori models of practice in health or related fields</li> </ul>
<b>Ngā Kete o te Wānanga</b>	<ul style="list-style-type: none"> <li>• Te Reo me ōna tikanga or the demonstrable willingness and ability to develop cultural competencies as well as a commitment to ongoing cultural development.</li> <li>• Have a knowledge of, or possess a willingness to learn about major conditions that impact on Māori health</li> <li>• Have knowledge and commitment to the Treaty of Waitangi, as well as an understanding of how the principles of the Treaty of Waitangi apply to health and community services.</li> <li>• A great sense of humour</li> <li>• Auahi Kore (Smoke Free)</li> <li>• Healthy Lifestyle</li> <li>• Demonstrably good team member.</li> <li>• Able to be flexible and to respond positively in continually changing work environment.</li> <li>• Good communication skills including the ability to create and maintain good relationships.</li> <li>• Support Auahi Kore (Smoke Free)</li> <li>• Support NZ national Immunisation vaccination programme guidelines including COVID-19 vaccine protocols.</li> <li>• Good computer skills including the ability to use the MS Office Suite and Client Management Systems, and the ability and willingness to learn to use new technologies well.</li> <li>• A full driver's licence.</li> </ul>

**Change to the job description**

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

---

**Name**

Pukenga Atawhai

---

**Date**

---

**Approved:**    **Manager Name**  
                    **Manager Title**

---

**Date**