

<b>Position title:</b>	Plunket Kaiāwhina
<b>Business unit:</b>	Operations
<b>Location:</b>	
<b>Reports to:</b>	Clinical Leader

*“In the first 1000 days we make the difference of a lifetime”*

## Plunket Strategy

The Plunket Strategy 2016-2021 is focused on making a difference for New Zealand children and whānau in their first 1000 days of life. To achieve this vision, we aim to be a cohesive and great national organisation grounded in evidence and best practice, with the needs of New Zealand families and whānau at the very centre of everything we do.

## Business Unit overview

This role is part of the Operations team which delivers Plunket services to whanau right across New Zealand. As a member of the Operations team, which includes all of our volunteers and volunteer services, you will help families and whanau to reach their goals and contribute to national and local initiatives that improve the way we do things at Plunket. We want to make sure we're here to support families and whanau for another 100 years.

Operations team members are One Team who are skilled and passionate, who innovate to improve, who seek new ways of funding our free services and who partner with others who deliver services to families and whanau to make sure that every child in Aotearoa New Zealand has the chance to be the best they can be.

## Purpose of position

To provide family/whanau-based well child health care that incorporates the Standards for Plunket Nurse Practice, Royal New Zealand Plunket Society, 5th Edition, March 2003 and achieve well child targets as outlined in the “The Well Child Framework” and Plunket contractual requirements.

## Dimensions of the position

<b>Functional relationships:</b>	<i>To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:</i>
<b>Internal:</b>	Plunket Volunteers Community Karitane Plunket Kaiawhina Administration Staff

Clinical Nurse Consultants  
 Clinical Educators  
 Community Services team

**External:** External agencies  
 Other Plunket Nurses

## Scope of practice

Plunket Kaiāwhina are qualified community Maori health workers who have completed a Kaiāwhina Tamariki Ora/Whānau Awhina certificate that is recognised by the New Zealand Qualifications Authority (NZQA). Plunket Kaiāwhina focus on enhancing whānau strengths and capacity, to reduce health inequalities. They work with whanau who have tamariki up to five years of age and use health promotion, health education, health protection and prevention concepts in their work.

Under the terms of Te Tiriti O Waitangi Plunket Kaiāwhina have the right to practice from a Māori perspective with whānau, using Māori models of health. They complete an assessment of whānau and build on whānau strengths to improve the health and wellbeing of whānau and tamariki. Aroha, whakamana, manaakitanga, oranga, tika and pono are values that are integral to this process.

Plunket Kaiāwhina work as part of the care delivery team who provide a primary health care service based on the Tamariki Ora schedule. They work in a variety of settings appropriate to client needs, have extensive knowledge of community and Māori tikanga, and work collaboratively with Māori organisations and other external agencies to improve the health and wellbeing of whānau and tamariki. The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

## Key accountabilities

(Some will be unique to the position; others will be common across the organisation and level within the organisation.)

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket’s Performance and development programmes.

Domain	Key Concepts	Performance Indicators/Outcomes
<b>RESPECTING WHĀNAU</b> <b>Standard: Me aro ki te hā o te whānau</b> The Plunket Kaiāwhina respects whānau knowledge in self and life experiences	Practices in a way that respects the right of whānau to make positive decisions about tamariki health care. This includes support for whānau to protect tamariki from harm. Practice ensures the mana of whānau is protected and tikanga and wairua are valued.	<ul style="list-style-type: none"> <li>• Works in partnership with families/whanau using Maori models of health</li> <li>• Provides information to support families to make decisions</li> <li>• Informs family about potential and actual safety issues for child(ren)</li> <li>• Advocates for child(ren)’s safety and wellbeing</li> </ul>

Domain	Key Concepts	Performance Indicators/Outcomes
<p><b>ACCOUNTABILITY</b>  <b>Standard: He mahi kawenga.</b>            The Plunket Kaiāwhina is accountable to Tamariki, Whānau, Hapu, Iwi, self, community and employer to provide safe, effective and resource-efficient practice</p>	<p>Recognising ones level of expertise, skills and role boundaries is essential to the provision of an effective and high quality service for Tamariki and Whānau. Accountability incorporates quality practice, whānau rights and transparent processes.</p>	<ul style="list-style-type: none"> <li>• Works within relevant legislation, policies and standards</li> <li>• Participates in professional development activities</li> <li>• Works within scope of practice</li> <li>• Demonstrates effective, appropriate and responsible use of resources</li> <li>• Participates in professional supervision</li> </ul>
<p><b>KNOWLEDGE AND SKILLS</b>  <b>Standard: Toitū te mātauranga ara ake te möhioatanga</b>            The Plunket Kaiāwhina provides quality health care and education that enhances the wellbeing of Tamariki, Whānau, Hapu and Iwi.</p>	<p>Within the Māori models of health there are distinct quality requirements and the need for cultural and clinical safety. The quality of access for and responsiveness to Māori enables the team to ensure high quality care from a Māori perspective.</p>	<ul style="list-style-type: none"> <li>• Has in depth knowledge of tikanga</li> <li>• Demonstrates effective communication skills</li> <li>• Provides relevant evidence based information to clients and other agencies</li> <li>• Provides education for individual clients and groups as required</li> </ul>
<p><b>POSITIVE HEALTH ENVIRONMENT</b>  <b>Standard: He mahi whakaruruhau</b>            The Plunket Kaiāwhina creates and promotes an environment which is positive for Whānau, Hapū and Iwi, with a special focus on Tamariki.</p>	<p>Mechanisms that assure a positive health environment for Māori including safe service provision and care planning review processes.</p>	<ul style="list-style-type: none"> <li>• Demonstrates respect of diverse values and cultural beliefs</li> <li>• Works within the principles of the Treaty of Waitangi</li> <li>• Uses a health promoting approach in service delivery</li> </ul>
<p><b>COLLABORATIVE TEAMWORK</b>  <b>Standard: He mahi tahi i roto i te whanaungatanga</b>            The Kaiāwhina works collaboratively with the Plunket Care Delivery Team, volunteers, other agencies and the Māori community</p>	<p>Plunket Kaiāwhina will participate in whanau care decisions and collaborate with the wider community health care team to improve Whānau health and wellbeing.</p>	<ul style="list-style-type: none"> <li>• Communicates with Plunket Nurse Case Manager and Clinical Leader about relevant practice and service delivery issues</li> <li>• Works effectively with a team</li> <li>• Provides written reports and completes documentation as required by role</li> <li>• Networks and collaborates with other agencies</li> </ul>

### Knowledge, Skills and Experience (including Technical Competencies)

#### Qualifications

- Is a qualified community Maori health worker who has completed a Kaiāwhina Tamariki Ora/Whānau Awhina certificate that is recognised by the New Zealand Qualifications Authority (NZQA).

#### Skills & experience

- Ability to work effectively and collaboratively as part of a team
- Interpersonal skills that facilitate positive relationships
- Ability to communicate using oral and written skills
- Ability to practice autonomously and to work cooperatively with health team and external agencies
- Holistic assessment skills
- Has extensive knowledge of community and Māori tikanga, and work collaboratively with Māori organisations and other external agencies to improve the health and wellbeing of whānau and tamariki.

#### Other requirements

- Current full drivers licence and willing and able to drive a manual and automatic Plunket car.
- Commitment to practising in manner that reflects the principles of the Treaty of Waitangi.
- Commitment to health and wellbeing of children and their families/whānau.
- Ability to work effectively and collaboratively as a member of a team.
- Interpersonal skills that facilitate positive relationships.
- Ability to practise autonomously and to work cooperatively with health team and external agencies.
- Ability to communicate using oral and written skills.
- Basic knowledge of working with diverse cultures.
- Holistic assessment skills.
- Experience in delegation and supervision of para-health professionals.
- Understands population health issues, community health issues, contexts and practices.

### Core Competencies

#### Cultural Awareness

Role models Plunket's constructive culture. Demonstrates sound understanding of the cultural dynamics of Plunket's environment. Encourages cultural diversity. Remains non-judgmental and is tolerant of behavioural differences in others.

#### Future Focused

Understands and believes in Plunket's strategic direction and aligns area/team based activities accordingly. Scopes, assesses and makes effective decisions for the good of the team and wider organisation. Demonstrates strategic thinking and identifies new ways of working. Maintains a flexible working style to achieve strategic and area/team goals and activities.

#### Global View

Understands the relationship between local activities and Plunket's global strategies. Recognises cultural diversity and its implications. Modifies behaviours to ensure appropriateness when dealing with people from different cultures.

#### Leadership and Innovation

Actively seeks out and is prepared to try out new and innovative solutions. Demonstrates self-awareness. Energises and inspires team(s) towards a common goal. Fosters an environment of knowledge sharing

## **Open Communication**

Articulates fluently in all types of situations; including complex issues; checks that the intended message or idea has been correctly understood. Is able to express complex ideas clearly in writing and verbally, and in situations which are of significance to Plunket, considers the wider implications of anything put in writing. Must also be able to be seen as credible to those interacting with the role.

## **Team work**

Actively promotes a friendly climate, good morale, co-operation which enables the team to achieve its results. Resolves conflict by encouraging or facilitating a beneficial resolution – does not hide it or avoid the issue. Promotes/protects team reputation with outsiders. Promotes accountability for ones actions.

## **Other Competencies**

### ***ACE-Ability***

Plunket's behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

### ***Adaptability***

#### ***Thinking***

- Is comfortable with complexity and can think beyond the operational
- Can look beyond face value to see possibilities from different angles and viewpoints
- Keeps perspective
- Accepts and able to work with ambiguity and change

#### ***Interpersonal***

- Is committed and capable of initiating and broadening professional and social networks
- Holds courage to face and deal with difficult people and issues

### ***Connection to Plunket's Direction***

- Has a high level of energy and commitment to achieving Plunket's vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice

### ***Emotional Maturity***

- Is non-reactive and objective
- Understands the degree of influence in their role
- Understands own limitations