



**Job Title:** Kai Haukunui

**Department:** Operations

**Responsible to:** Kaiarahi / Team Manager

**Purpose Statement:** To work as part of an integrated team providing health support to whānau, helping them identify needs and achieve goals through delivery of programmes, services and referrals, and guiding them towards independence.

**Kai Haukunui is a community based role where assignments in community teams and locations are based on the wider team skill and resourcing needs.**

**Values:** **Kotahitanga:** We are kaupapa driven and work with each other and others to enhance Whānau potential

**Whanaungatanga:** We are customer/whānau driven and actively foster and form positive relationships, partnerships, alliances and connections

**Kaitiakitanga:** We exhibit custodianship and are stewards of our resources to advance the kaupapa

**Whakamana:** We are outcome focused and recognise, respect and uphold mana.

**Relationships:** **External**

Community schools, Pharmacists, HBDHB Health Centre, HBDHB Mental Health Services – NASC and CATT, GP Practices, Midwives

**Internal**

Oranga Hinengaro, Hauora Heretaunga, Other TToH Services

**VCA Role:** Core Children's Worker except for specified roles in Oranga Hinengaro

**Structure:** Refer to Structure Chart

## KEY ACCOUNTABILITIES

### *Kaupapa Te Taiwhenua o Heretaunga*

- Contribute to the delivery of effective, integrated, whānau-focused services as part of a team and individually
- Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa, and doing what it takes to advance the kaupapa.
- Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
- Understand and promote all aspects of the TToH Kaupapa
- Adhere to and apply TToH values in all aspects of TToH's work
- Participate in TToH kaupapa activities, including karakia, waiata and marae noho
- Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
- Participate in TToH systems including the Management Operating System and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
- Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
- Participate in regular peer supervision and/or professional supervision
- Work in a reflective manner and take opportunities for self-development

### *Whānau Ora Practice*

- Develop understanding of the communities that TToH works with
- Be responsive to whānau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
- Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
- Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence
- Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
- Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
- Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

### ***Health and Safety***

- Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures.
- Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times.

### ***Team***

- Become a resource to the integrated Team. Work collaboratively; contribute and share knowledge, skills, abilities to achieve organisation and whānau goals
- Initiate and nurture effective working relationships with team members, experts and networks
- Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
- Carry out assigned duties as directed by Team Leader, remaining flexible and able to carry out different tasks or work in different teams as required
- Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whānau or colleagues
- Provide support and training to others as part of in-service training in areas of expertise

### ***Quality and Development***

- Participate with the team in continuous quality improvement processes.
- Participate in internal and external audit processes as required.
- Contribute to all service/contracted objective, targets, and outcomes.

### ***General Nursing Services***

- Participate in building and maintaining a therapeutic team.
- Assess all referrals for level of urgency and severity through analysis of problem presented, clinical and history notes, and communication with referrer and key people involved
- Action all referrals within 24 hours or less depending upon level of urgency
- Provide a mobile community nursing service increasing access to clients
- Provide health screening assessments and set up screening and recall programmes for new and existing patients
- Develop Health Plans with clients child/parent/caregiver as appropriate
- Follow up any patient test results and communicate with patient or parent/caregiver as appropriate
- Use recall and reminder systems for health screening programmes
- Undertake treatment options and carry out appropriate clinical interventions and procedures according to scope of practice and credentials
- Provide culturally appropriate information and advice to clients to improve wellbeing and reduce or change risky and harmful lifestyle behaviours

- Establish and maintain relationships with local Maori community, school staff and other networks pertaining to your particular nursing field
- Provide clear notes and hand over plans to ensure safe clinical care is continued in times of staff absences
- Maintain adequate levels of stock for materials and equipment where applicable to your service delivery
- Provide a case management approach to health care delivery and monitor the progress of clients in care until the service is no longer necessary.
- Demonstrate proficiency and autonomy of practice in the clinical setting using nursing knowledge, reflective practice and professional judgement to provide proficient care and advice.
- Works within ethical guidelines, Code of Health and Disability Service Consumers' Rights, nursing council professional nursing standards, clinical protocols and guidelines and the health records policy
- Ensure continuing professional development and supervision meets the requirements set by NZ Nursing Council

### ***Assessing, Connecting and Supporting Whānau***

- Engage whānau through referrals and walk-ins using the agreed process and appropriate tools.
- Assist in Te Wairatahi and across other teams with whānau engagement.
- Identify Whānau needs ensuring easy access to services and support
- Assist whānau to manage needs in areas such as health, employment, housing, education, wellbeing, and day-to-day living.
- Listen and identify the needs of whānau and prioritise work to help those with greater needs and a willingness to accept the support.
- Support whānau to develop goals, achieve those goals and, where appropriate, complete.
- Ensure the welfare of children is protected, staying alert to issues and following child protection guidelines where issues arise.
- Work with team to identify the contribution that you and other team members can make to support whānau goal achievement and independence
- Link whānau to appropriate support and help them to connect with and remain connected to their whānau and sources of support
- Ensure whānau get the right support for their needs, referring where your team are not able to meet needs
- Work with whānau in a way that enhances future independence
- Deliver whānau service in a way that is safe, welcoming, friendly, professional and non-judgemental.
- Advocate for, educate and support whānau to achieve goals, helping them find their own voice
- Assess and observe whānau being alert to safety issues for you, clients or others involved, conducting background checks if safety concerns arise and ensuring that safety issues are updated in information systems promptly

- Regularly review plan, monitor progress, and follow up on agreements made to support whānau, being alert to difficulties achieving goals or opportunities to review and advance goals
- Carry out responsibilities in an ethical manner while maintaining professional boundaries

### ***Administration and Data Management***

- Open up new clients on multiple information systems as required.
- Enter client notes into assigned information systems, keeping notes appropriate, accurate, comprehensive, relevant and timely, and meeting internal and external audit standards.
- Update whānau demographics and contact details as information comes to hand.
- Use TToH systems for managing time, keeping appointments transparent.
- Maintain confidentiality of whānau and organisational information at all times.
- Record and provide data and/or reports relating to your role as and when required by management.
- Report daily work and appointments at the end of each day.

### ***Sector Knowledge***

- Maintain knowledge, understanding and current developments of relevant sector to inform service delivery.
- Identify and understand the local trends and barriers for whānau through engagement and feedback.
- Understand and adhere to the Vulnerable Children's Act.

### ***Other Duties***

- Carrying out additional duties from time to time as requested by management.
- The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

## **Specialized Nursing Areas**

### **Tamariki Ora**

#### **Tamariki Health Screening and Assessments**

*Deliver Tamariki Ora programme to whanau enrolled in this programme as follows:*

- Provide scheduled physical examinations and assessments of tamariki at 2-4 weeks, 6 weeks, 3 months, 5 months, 8-10 months, 15 months, 21-24 months, 3 years, 4 years and 5 year age intervals.
- Ensure mothers are given breastfeeding support and have access to breastfeeding support services and encouraging mothers to use Mama Aroha Cards
- Carry out Immunizations as per National Schedule for hard to reach tamariki
- Record measurements of each tamariki's weight, height and head circumference in order to detect poor nutrition, physical, emotional or growth disorders
- Provide developmental questioning and assessment of each child in order to detect developmental delay and intellectual disability including Before School Check
- Work with midwives and other health care and social providers for the wellbeing of the child

#### **Tamariki Health Education and Support**

*Work with wellchild skilled Kai Ararau to provide information and advice to parents concerning:*

- Screening and surveillance e.g. tamariki's nutritional requirements at various stages in their tamariki's growth and development
- Parenting support
- How to access relevant support networks
- Support with modifiable risk factors including SUDI, Smoking cessation
- The importance of immunisation
- Safe environments and injury prevention

### **School Based Nursing**

#### **Nursing Services**

- Provide nursing clinics at primary schools where TToH deliver services
- Participate in providing health promotion to designated decile 1 schools.
- Assess all referrals for level of urgency and severity through analysis of problem presented, clinical and history notes, and communication with referrer and key people involved
- Action all referrals within 24 hours or less depending upon level of urgency
- Provide health screening assessments for all children
- Develop Health Plans with child/parent/caregiver as appropriate
- Follow up any patient test results and communication with child/parent/caregiver as appropriate
- Undertake treatment options and carry out appropriate clinical interventions and procedures

- Provide ongoing care and support of children within the school system with chronic diseases conditions
- Work with public health providers in the prevention and control of communicable diseases

### ***Mobile Primary Nursing Nursing Services***

- Assess all referrals for level of urgency and severity through analysis of presenting problem, clinical and history notes, and communication with referrer and key people involved
- Action all referrals within 24 hours or less depending upon level of urgency
- Follow up patient test results and communication with patient as appropriate
- Undertake treatment options and carrying out appropriate clinical interventions and procedures
- Provide health screening assessments for all patients
- Develop self-management support plans with all clients and whanau in line with best evidence based practice
- Report back to the referring provider on contribution made to care
- Family planning services, provision of contraceptive advice and treatment and sexual health services
- Deliver immunisation programmes
- Work with public health providers in the prevention and control of communicable diseases
- Provide ongoing care and support to patients with chronic diseases and terminal conditions
- Work with Kai Ararau to provide health promotion to enrolled population targeting specific population groups
- Complete and maintain core competency training in areas such as family planning, sexual health and contraception, wound care, immunisation, CVD risk assessments, cervical screening, identification, support and referral of interpersonal violence, partner abuse and child abuse, diabetes and respiratory training and disability awareness

### ***Community Nurse Mental Health***

- Use assessment skills to respond to treatments and adapt approaches to accommodate Tangata whaiora and whanau needs.
- Proactively anticipate and recognize cues to situations and predict outcomes, referring to other clinical team members.
- Assist tangata whaiora and whānau to integrate the implications of illness, and recovery activity into ongoing plan of care
- Initiate interventions and monitors untoward effects, reactions, therapeutic responses, toxicity and incompatibilities related to interventions
- Engage Tangata whaiora and whānau in therapeutic relationships and keep them involved in treatment

- Develop and agree plan of care with tangata whaiora and ensure it is understood, communicated effectively to the whanau / family or significant others and other staff concerned with care as appropriate
- Regularly review and update Recovery/Management plans
- Follow procedures for discharge planning and make timely referrals to agencies and other parts of the mental health & addiction continuum

### ***Culturally Responsive Practice***

- Works in co-operation with Cultural Advisers and hinengaro staff in planning specific tangata whaiora / whanau needs, where required
- Utilise Maori models of practice and apply Cultural Best Practice Guidelines into clinical management and assessment plans
- Ensures the integration of cultural and clinical considerations in the assessment, treatment and discharge processes for all Tangata whaiora and whanau

### ***Breast Feeding Support Programmes***

#### **Service Delivery**

- To be a recognised Lactation Consultant or be working towards
- Deliver specialised breastfeeding support to new Māori mothers and their whānau in the community
- To deliver sound evidence-based advice and practical assistance to pregnant and/or women breastfeeding babies 0-12 months and their whanau
- To provide advice and support to mothers who are experiencing difficulties establishing and maintaining breastfeeding in the home
- Develop appropriate breastfeeding support plans, that will either standalone or sit alongside a wider whanau ora plan.
- Develop strong links and relationships with smoking cessation services, the safe sleep programme, hospital and community breastfeeding services to enable a holistic and responsive approach to breastfeeding support and care.
- Support mothers and their whanau in a wrap-a-round approach that takes into account the holistic needs of whānau including but not limited to; parenting education, nutrition, safe sleep devices, baby clothes and health clinics.
- Where identified, and as part of an intensive support approach, plans may be developed for a mother in the ante-natal stage.
- Coordinate and support efforts at the 6 week and 3 months stages to contribute to the achievement of improved breastfeeding health outcomes.
- Provide additional visits to whānau as part of the package of breastfeeding support for the mother and her whanau, or a wider whānau ora aspirational plan
- Participate in relevant stakeholder meetings to provide high level advice about strategies and activities to improve Māori breastfeeding rates, and barriers and facilitators of access



to care for new mothers and their whanau, which may include: The HBDHB Breastfeeding Governance Group, Networking with Kahungunu Executive, Hospital maternity services, Lead Maternity Services

## ***PERSON SPECIFICATION***

### ***All Nursing roles***

#### ***Essential:***

- Tertiary qualification in Comprehensive Nursing
- Registered Nurse with NZ Nursing Council (Current Annual Practicing Certificate)
- Current and valid Full Drivers License

### ***Tamariki ora***

#### ***Essential***

- Child Growth and Development
- Postgraduate Certificate in Primary Health Care Speciality- Well Child/Tamariki Ora strand (or studying towards and will achieve within agreed time frame)

#### ***Desirable***

- Family violence and Child Protection Training
- Service Support

### ***School Based Nursing***

#### ***Essential***

- Child Growth and Development

#### ***Desirable***

- Family violence and Child Protection Training

### ***Mobile Primary Nursing***

#### ***Essential***

#### ***Credentialed to deliver at least 2 of the following programmes:***

- Immunisation
- CVD risk assessments
- Cervical screening
- Diabetes care

#### ***Desirable***

- Post graduate certificate Clinical Assessment and decision making and/or Long term conditions

### ***Mental Health Nurse***

#### ***Essential***

- Registered Comprehensive or Psychiatric Nurse, BHSc (nursing) or BN
- Post graduate qualification in mental health and addictions or relevant working experience in mental health and addiction services

### ***Desirable***

- Post Graduate Certificate or Diploma in Primary Care Nursing or Chronic Disease Management
- Child Matters - Child Safety trained
- Level 4 or higher Te Reo Maori me ōna tikanga

### ***Breast Feeding Support***

#### ***Essential***

- Lactation Course or be working towards
- Human Lactation, Breastfeeding and Infant Nutrition

#### ***Desirable***

- Child Growth and Development
- Family Violence and Child Protection Training

### ***Skills and Experience***

#### ***All Nursing roles***

#### ***Essential***

- Computer literate, able to enter data in databases and competent in Microsoft Office products
- Proven experience working effectively within the community
- Able to motivate, educate, empower, coach and influence whānau
- Able to work well as part of an integrated team
- Able to develop relationships, networks and communicate effectively with a wide range of stakeholders

### ***Personal Attributes***

#### ***Essential***

- Committed to whānau
- Strong work ethic
- Ability to carry out the physical aspects of the role
- Can do attitude
- Team player
- Confident, resilient and resourceful
- An openness to learn Tikanga and Te Reo Māori
- Honest and reliable