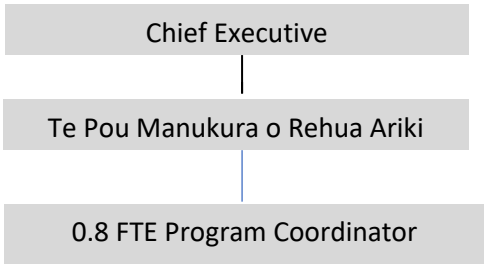
Position Description

POSITION TITLE	**0.6 FTE -Program Coordinator-** Te Pou Kawenga Hauora o Rehua
LOCATION	Whakatane
REPORTS TO	Te Pou Manukura o Rehua Ariki
PURPOSE OF POSITION	The kaupapa of this service is to improve the health status of Maori. For this position its focus is on koroua and kuia. The aim of the programme is to provide positive intervention that introduce healthier lifestyles and changed habits and enhance positive social and functional activities of koroua and kuia.
VISION	**Te Pou Mataaho –** the achievement of optimum health and wellness for clients we work with and their whanau, hapū and Iwi.
MISSION	To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.
VALUES	**Tika** – working with integrity **Whakapono** – working toward the vision/genuine intent **Aroha** – compassion and regard for others

REPORTING STRUCTURE



RELATIONSHIPS

- Te Tohu o Te Ora o Ngati Awa (NASH) Team Members
- Ngati Awa whanau & hapu, and other Maori living in the Ngati Awa rohe
- Community Providers and Organisations e.g., Toi Te Ora Public Health, REAP, Plunket, Early Childhood Centres, Ambulance Services, WINZ, RSA, IRD, Sport BOP, SPARC
- Maori Providers and Organisations e.g. Te Hotu Manawa Maori, Te Puna Ora O Mataatua, Mataatua Sport
- Local and Regional Forums e.g. Well Child Forum, Oral Health Advisory Group, Te Teko Network Forum, EBOP Breastfeeding Coalition, Nutrition & Physical Activity Coalition
- Eastern Bay of Plenty PHO
- Local GP's and Practice Nurses
- Local Schools

KEY OBJECTIVES

1. To provide healthy lifestyle opportunities to koroua and kuia leading to sustained lifestyle choices and improvement in their health & wellbeing.
2. To develop and implement specific programmes that meet the identified needs of koroua and kuia.
3. To ensure that appropriate resources are available for use in programme and service delivery.
4. To work with a diverse range of individuals and whanau.
5. To ensure contractual obligations are met and the activities identified have been delivered.
6. To always act in accordance with the mission, values and policies of Te Tohu o Te Ora o Ngati Awa Trust and at all times to maintain appropriate professional standards.

SERVICE COMPONENTS

This service is to focus on meeting the special needs of Maori by providing appropriate Iwi based services. The service will be run on a programme basis providing a range of activities with mentally and stimulating programmes. Home visiting is an integral component of service delivery and enables the service to ensure those unable to make the programme are included.

Program Coordination

Provision of health education/awareness programmes including but not exclusive to the following areas:

- Asthma
- Diabetes
- Nutrition
- Physical Activity
- Breast and Cervical Screening
- Health Checks

Transport to and from the day programme facility within a 20 km radius using a vehicle and driver, and support staff as necessary for safe and comfortable travel considering the service user's mobility needs.

Support will be provided to kaumatua during the programme to ensure their needs are met. Where mobility is an issue and kaumatua require full assistance to walk or move around, a caregiver must attend the programme with them

Lunch and morning and/or afternoon tea as appropriate are also to be provided.

Regular wellness checks including screening by suitable qualified professionals to be provided.

Kanohi ki te kanohi sessions with individuals and their whanau to specifically discuss and develop strategies to address client needs.

Home Visits

One day per week is allocated to home visits. This day can also be used to provide support to kaumatua to get to specialist appointments where they have no whanau member available to assist them.

Needs are to be identified for koroua and/or kuia receiving home visits along with solutions to addressing these needs.

Regular monitoring to ensure the needs of the koroua and/or kuia are being met will be carried out.

SPECIFIC RESPONSIBILITIES

Planning	
SPECIFIC RESPONISIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Develop programme plan for the Kaumatua Early Intervention service ensuring the plan includes activities that achieve the key outcomes sought under the contract. Programme plan to: • Identify agreed strategies for the improvement health status for all participants. • Identify positive areas of health status (e.g., level of non-smokers, amount of weekly exercise.) • Identify priorities for the client and the service provider • Set targets for improvement in these priority areas. • Develop specific strategies to make these improvements. • Develop a simple way of assessing whether these improvements have occurred.	• Programme plan developed and signed off by management. • Plan includes activities that align to the outcomes stated in the contract. • Evidence that kaumatua have been included in the planning process. • Evidence that programme plan incorporates: - The current health status for the group. - Areas that have been agreed to be improved. - Priorities to be implemented to meet the needs of the group. - Targets for improvement in these priority areas are set. - Specific strategies to ensure these improvements are developed. - A simple way of assessing whether these improvements have occurred.
Service Delivery	
SPECIFIC RESPONISIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Individual health plan is developed for everyone enrolled on the service which: • Identifies agreed strategies for improved health status for the individual • Identifies positive areas of health status (e.g., non-smoker, amount of weekly exercise) • Identified priorities for the individual and the service provider • Sets targets for improvement in these priority areas • Develops specific strategies to make these improvements • Develops a simple way of assessing whether these improvements have occurred	All clients will have an individual health plan. A health plan is developed which: • Current health status for the individual is identified • Areas that have been agreed to be improved are identified • Priorities are identified • Targets for improvement in these priority areas are set • Specific strategies to ensure these improvements are developed • Develops a simple way of assessing whether these improvements have occurred
Assist in increased self esteem and confidence to self manage health care and assist with decision making for participants by: • Assisting participants on making decisions related to health issues. • Assisting individuals with strengthening whanau, hapu and Iwi links.	Evidence that: • Clients are given the opportunity to evaluate and rate the programme and specific aspects of it (both positive and negative). • Client satisfaction is completed at least 6 monthly

Promote and maintain fitness and mobility of koroua and kuia – Korikori Tinana programme by: • Giving advice and support to koroua and kuia about improving their mobility and fitness. • Providing mirimiri services (if required)	Evidence that appropriate physical activity sessions are included in the programme. Evidence mirimiri is provided to koroua and kuia. Reports detail number of koroua and/or kuia assisted to improve their mobility and fitness. Reports detail koroua and/or kuia assisted by the mirimiri service.
Promote the management of diabetes by: • Assisting in the management plans for people with diabetes. • Give advice on the ways to prevent diabetes or reduce its impact amount koroua and kuia	• Plan developed to improve the care of people with diabetes including foot problems • 30 people assisted with problems caused by diabetes including foot problems • Number of koroua and kuia identified as diabetics to be reported in quarterly reports.
Promote and support kaumatua to manage asthma, CORD and other respiratory conditions Kaumatua and their whanau are advised of ways to prevent and better manage asthma and CORD and attacks of these for sufferers	• 2 asthma health education huis held • Number of koroua and kuia identified as being asthmatic and/or suffering from COPD is reported in quarterly reports.
Cervical and breast screening promotion is included into the programme	• 2 hui on breast screening held per annum • 2 hui on cervical screening held per annum • Feedback from hui participants is obtained and report produced outlining key findings • Reports to funder specify ways in which breast screening and cervical screening has been promoted to this age group
Nutritional advice is provided which includes: • Specialist nutritional advice consistent with modern knowledge and Maori tradition • Promoting advice to reduce fat intake • Promoting weight loss	• All enrolled clients are provided with nutritional advice • Reports include summary of work done in ensuring clients are provided with nutritional advice and healthy eating options
Promotion of positive life changes is provided to kaumatua including: • Loss of a loved one • Living on your own • Coping with a new condition e.g., being diagnosed with diabetes, asthma, or heart condition	• 4 hui per annum about life changes • Reports detail topics that have been covered during the hui
Home visits are made to kaumatua to ensure they are accessing key services and that their needs are being met	• Kaumatua identified for the home visit component of the service • 1 day per week is set aside for home visits • Client records evidence that home visit has been made

	• Plan to address needs is completed • Reports indicate the number of visits made during a quarter and the outcomes from the visits • Plans are reviewed identifying goals achieved and any barriers to achievement of unachieved goals • New plans written and agreed with kaumatua where required
Participant Feedback and Evaluation	
SPECIFIC RESPONSIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Feedback from koroua and kuia is obtained on the service.	• Process for gaining feedback from koroua and kuia is defined and included in service manual. • Feedback is obtained at least annually on the overall service. • Koroua and kuia feedback is obtained on specific programmes/activities/speakers. • Report completed outlining key findings from feedback. • Areas for improvement are identified in report with possible solutions.
Commitment to team approach	
SPECIFIC RESPONSIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Participates fully in a multi-disciplinary team approach to client service by and working cooperatively with other disciplines within the team.	• Gives and receives feedback and demonstrates commitment to continuous improvement of the team.
Public relations	
SPECIFIC RESPONSIBILITES AND TASKS	**KEY PERFORMANCE INDICATORS**
Promotes NASH through networking and building alliances with community agencies, hapu and Iwi.	• Evidence of referrals, and positive feedback from community agencies.
Creates opportunities to promote the service in the community	• Relevant meetings are attended, and contacts maintained with key people. • Opportunities for funding are recognised and referred to the Health Services Manager.
Health and Safety	
SPECIFIC RESPONSIBILIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Promote a safe working environment	• Accidents are reported as per KOPPS • Hazards are identified using the process outlined in KOPPS • Health & Safety policy and procedures are complied with
Cultural sensitivity	
SPECIFIC RESPONSIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Undertakes appropriate training as required	• Training attended and learning put into practice.
Works in a way that promotes and ensures culturally appropriate practices	• Cultural protocols are observed, and advice is taken when necessary
Site Management/Administration	
SPECIFIC RESPONSIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Outlook is used for recording all appointments and activities associated to service delivery e.g., Medtech, supervision, administration (emails,	• Outlook is up-to-date and shows appointments and activities

letters, etc), planning, etc	
All electronic systems are used for booking or organisational resources	• Booking systems are used and accurately reflect whereabouts of organisational resources
Client information is maintained in Medtech and in client file	• Medtech is up-to-date and accurate • Client files contain all required information
Complies with requirements for collection of statistical data	• Statistical data is collected accurately and provided to management/administration staff within expected time frame.
Completes reports as required by the organisation	• Monthly reports submitted to Te Pou Turuki o Urutengangana by due dates. • Quarterly reports signed off Te Pou Turuki o Urutengangana and submitted to funder by due date. • Annual report is completed for by the 30 July each year and includes information required by management.
Is familiar with Policies and Procedures of the service and adheres to these guidelines	• No evidence of non-compliance with policies or procedures.
Compliance	
SPECIFIC RESPONSIBILITIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Service complies with requirements for ISO9001.2000	• Service manual is reviewed on an annual basis to ensure it remains up to date • Forms used are controlled. • Corrective actions identified through audits are addressed. • Improvements are made to the service because of feedback, internal audit, external audits and regular monitoring • Improvement plans completed when areas for improvement have been identified • Quality plan is reviewed on an annual basis or when there is a change to service specification. Plan amended if required. • Participation in internal/external audits when scheduled
Compliance with organisational policy and procedures	• No evidence of noncompliance with policies and procedures
Professional Development	
SPECIFIC RESPONSIBILIES AND TASKS	**KEY PERFORMANCE INDICATORS**
Annual professional development plan that meets both personal and organisational objectives is developed, approved and on file. Supervision is initiated and maintained. Skills, knowledge, and qualifications are improved through participation in continuous learning.	• Annual development plan is approved and on personal file. • Records of supervision are on file with supervisor and available when required. • Evidence of completion of training is on personal file e.g., certificates
Variance	
The accountabilities and responsibilities in this document may vary from time to time according to the external environment, the needs of NASH and the needs and expectations of clients.	

PERSON SPECIFICATION

Essential

- Current clean full drivers license
- Knowledge of issues pertaining to kaumatua and services available for kaumatua
- Ability to understand and converse in Te Reo Maori
- Experience in delivering programmes
- Programme development, planning and evaluation experience
- Excellent communication – oral and written
- Ability to work with a diverse range of people, groups, and community organisations and to maintain effective relationships

Desirable

- Ability to work within a kaupapa Maori framework
- Appropriate qualification e.g., Health Promotion, Adult Teaching Certificate, Nutrition & Physical Activity
- Aware of elder abuse and neglect issues and ways to support kaumatua who are experiencing this
- Ability to report and provide data for reports
- Ability to be creative, innovative, solution focused and to use common sense solutions
- A knowledge of and understanding of tikanga Maori and the concepts of whanaungatanga
- Able to work unsupervised as well as part of a team
- Knowledge of the community organisations and agencies that can contribute to programmes
- Able to identify resources available to reinforce messages being delivered at programmes
- Experience in programme evaluation and various methods that can be used for evaluating programme delivery
- Computer literate

Signed…….. Date…….