

SCHEDULE 2

POSITION DESCRIPTION

Mataora Counsellor (part time)

Reports to:	Tatiana Morgan-Norris
Number of direct reports:	nil

VISION

**Ko toiora te whāinga taioreore, mō ngā whānau, me te hāpori whānui,
mā te toiora, ka tō te mauri ora ki a tātou
Whāia te toiora, kia ora ai te katoa**

Ultimate Wellbeing is the goal for families and wider communities through ultimate wellbeing, our people will flourish. Pursue ultimate wellbeing for the vitality of all people.

Pono	Manaakitanga	Rangatiratanga	Whanaungatanga
<ul style="list-style-type: none"> ✓ Role model toiora; walk the talk ✓ Integrity and accountability; follow through everytime ✓ Drive for positive change 	<ul style="list-style-type: none"> ✓ Aki, uplift the mana of others ✓ Acts of service, we take care of whānau ✓ Hand up not hand out ✓ Respect individuality & uniqueness 	<ul style="list-style-type: none"> ✓ Te Reo Māori me ōna Tikanga ✓ People before profit ✓ Kaupapa Māori is living best practice ✓ Mana ki te mana practice 	<ul style="list-style-type: none"> ✓ Weaving together for best outcomes ✓ Strengths based ✓ Continuous, genuine relationships ✓ Toiora available for all whānau

PURPOSE

Poutiri Trust is a kaupapa Māori charitable trust established in 1997 by Te Whānau Poutirirangiora ā Papa, a collective of kaumatua and kuia seeking to communicate and connect the Tiriti relationship and guarantees in health to the equitable treatment of Māori, with an overarching goal of improving the health status of Māori throughout the Bay of Plenty region.

Mataora is about uplifting the mauri of whānau and supporting whānau/ whaiora to reconnect with their unique selves. Mataora will support the journey of connection that individual and whānau take to transition from a state of negative tapu to noa wellness. Poutiri and partners deliver the Mataora (Service) for whānau across the Western Bay of Plenty for Māori who are experiencing mild to moderate distress in their wellbeing and their whānau, Poutiri delivers in the Te Puke rohe.

Mataora allows Poutiri to expand on current service delivery to:

- increase access and equity of access
- increase choice in addressing people's holistic needs
- reduce wait times, and
- improve outcomes and equity of outcomes.

The Wellness Centre will integrate Poutiri services to provide holistic, proactive, continuous and preventative whānau-centred care. The Mataora Counsellor (24 hours a week) will:

- provide counselling services for whānau wishing to engage at a time of stress or distress
- promote wairua enhancing interventions to assist whānau/ clients
- provide a strengths-based holistic recovery approach for whānau/clients; inclusive of taha hinengaro, whānau, wairua and tinana
- equip whānau/clients with tools to navigate their wellness journey.

RESPONSIBILITIES	
<p>Mahi toiora - Improve whānau engagement, dreams, goal setting and wellbeing by:</p> <ul style="list-style-type: none"> • Support Whānau through one to one and whānau counselling • Provide tikanga-based care through Whānau inclusion, whakawhanaungatanga, whakapapa, whakawatea, waiata, wakaaroa, whakanoa and the steps of Pōwhiri Poutama; whakamoemiti, whakatau, whakapuaki, whakatangitangi, whakaratarata, whakaoranga, me whakaotinga • Promote wairua enhancing interventions to assist Whānau transformation • Provide a strengths-based holistic recovery approach for Whānau; inclusive of taha hinengaro, whānau, wairua and tinana • Assist Whānau to engage/ re-engage own healing modalities and hauora activities. 	<ul style="list-style-type: none"> • Maintain a counselling caseload of at least 10 clients • Refer to other relevant Poutiri services when relevant and when client/whānau consent • Present 3 monthly case reviews
<p>Mahi Whaunaungatanga Reliability and Trust</p>	<p>Mahi whanaungatanga - Maintain trust by:</p> <ul style="list-style-type: none"> • Apply the principles of Te Tiriti of Waitangi by: <ul style="list-style-type: none"> ○ Demonstrating the practical application of Te Tiriti of Waitangi in everyday work ○ Using Te Reo Māori appropriately, and adheres to tikanga ○ Demonstrating a commitment to improving Māori education equity • Recognise the importance of communication and engage across internal systems and processes to ensure what and how we do things honours Mana to Mana Practice • Understanding the impact of colonisation, privilege and power on health outcomes and engagement • Welcome and manaaki whānau tautoko as natural and normal • Understanding and implementing the Health and Disability Consumers Code of Rights, the Health Information Privacy Code
<p>Mahi Tahī Collaboration</p>	<p>Mahi tahī - working collaboratively by:</p> <ul style="list-style-type: none"> • Demonstrates knowledge of Toiora Wellness Centre philosophy and model to accelerate equity of Māori health outcomes • Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients and their whānau • Responding openly to complaints or feedback. • Working reliably and collegially with other members of the team to ensure whānau receive optimal and efficient care • Committing to support future workforce development opportunities • Develop collaborative working relationships within the team and providers.
<p>Mahi Manukura Compliance with best practice</p>	<ul style="list-style-type: none"> • Practice in accordance with relevant ethical codes • Recognition and reconciliation of conflicts among relevant codes and laws (seeks advice where appropriate) • Application of explicit ethical decision-making processes to ethically complex situations • Knowledge of best practice guidelines in area of practice • Have a working understanding of: Te Tiriti o Waitangi; The Privacy Code 2020; The Code of Health and Disability Services Consumer's Rights 1996; Accident Rehabilitation and Compensation Insurance Act 1992; Occupational Health and Safety Act 1992

Mahi Manukura Technical skills	<ul style="list-style-type: none"> • Proficiency in the use of personal computers and related software applications required for the role (including Excess, Microsoft Word, Excel, Power Point) • Gather and compile data, information and prepare reports • Ability to monitor, review and/or maintain quality improvement processes and standards • Skill in organising resources and establishing priorities.
Mahi Manukura Compliance	<ul style="list-style-type: none"> • Observe safe work practices and operating procedures and comply with relevant legislation and policies and procedures • Being aware of, and taking action if occupational hazards are identified • Follow company policy to report untoward events/incidents/errors • Understand and implement safe work practices and operating procedures • Take appropriate action to ensure a safe healthy working environment for self and others • Demonstrating a working knowledge of Poutiri protocols and policies with regard to clinical practice • Completing event/incident forms as per Poutiri policy • Completing tasks in a timely fashion or delegating if absent.
Mahi Manukura Professionalism	<ul style="list-style-type: none"> • Engage in ongoing professional development • Contribute to an environment that nourishes the wairua of people • Staff are familiar with and practice appropriate cultural tikanga for different forms of care • Familiarise and apply Te Pae Mahutonga in practice • Proactively contributes to the realisation of Poutiri Trust's vision and the attainment of strategic goals, including: <ul style="list-style-type: none"> - Commitment to health, wellness and fitness - A repertoire of waiata for pōwhiri and other occasions is known by staff - Te Reo is freely used throughout the organisation - Cultural occasions are practiced appropriately • The role will be asked from time to time, to perform other tasks to maintain the smooth and effective service of the Wellness Center

QUALIFICATIONS AND SKILLS

Qualifications

- Full and clean driver's license
- Bachelor's degree, or higher qualification, in counselling
- New Zealand Association of Counsellors (NZAC) registration

- Able to engage effectively with Māori whānau including use of te reo me ōna tikanga
- Flexible, adaptable and resilient
- Ability to build and maintain credible relationships internally and externally
- Produce written communication that is clear, concise and logical, and of a high standard that is easily understood by the reader and for Māori audiences and whānau
- Comfortable with computerised client/patient management systems
- Ability to be flexible and adapt behaviour to reflect diverse situations and people, and deal positively with difficult situations and people
- Exhibit well-developed communication skills that enable clear, relevant and appropriate presentation of ideas, opinions, views and recommendations
- Apply knowledge of policies and procedures and practical experience when developing solutions to field problems
- Know when to seek guidance from others on matters of operational policy and procedure
- Recognise and appropriately escalates issues for wider consideration
- Report writing skills, in particular risk assessment
- Self-Management/ Planning Skills
- Effectively manage time and workload, taking responsibility for learning and development, while maintaining a balance between work and personal life.
- Is understanding of and committed to Best Practice within an integrated service delivery model

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">• Poutiri Services
Community	<ul style="list-style-type: none">• Tapuika• Waitaha• Ngā Kura• Ngā Kohanga Reo• Whānau• Te Arawa Whānau Ora• Women's refuge• Community organisations and agencies• Kahui Ako
External	<ul style="list-style-type: none">• Te Whatu Ora• Te Aka Whai Ora• Te Arawa Whānau Ora• Whānau Ora Commissioning Agency• Manawa Ora

I have reviewed this job description and I understand my job duties and responsibilities.

Signature

Date: _____

Name: _____