



## Te Kete Hauora o Rangitāne

### Job Description

**Position:** Kaihāpai Mate Pukupuku | Māori Cancer Care Coordinator

**Manager:** Clinical Team Lead

**Date:** February 2025

### Our vision

Rangitāne Tino Rangatiratanga – Self-determination through leadership and participation.

### Our mission

To preserve, protect and enhance the aspirations and well-being of Rangitāne o Tamaki nui-ā-Rua and Taurahere living within Tamaki nui-ā-Rua.

### Rangitānetanga

- Demonstrates an acceptance and understanding of Rangitāne as mana whenua in Tamaki nui-ā-Rua.
- Is aware of, upholds and respects the mana, tikanga and kawa of Rangitāne o Tamaki nui-ā-Rua.
- Is responsive to working within a Rangitāne Cultural Safety Framework.
- Attends Rangitāne Cultural Training and education.
- Awareness of protocols and requirements when working with Māori whānau, hapū and iwi within a Māori kaupapa.
- Consults and seeks advice whenever necessary to ensure cultural safety and wellbeing is achieved.

### Why the role exists

The Kaihāpai is required to work across the cancer control continuum with whānau, either before or at diagnosis of cancer, who are requesting ongoing support. The service will also contribute to health promotion/ health education, service coordination and advocacy on behalf of the whānau. The service will contribute to cancer related services across the cancer control continuum from early detection through support, rehabilitation and palliative care.

## **What you do**

### **Facilitate improved access for Māori to cancer services**

- Ensure the service fosters the principles of Primary Health Care i.e. is affordable, available, accessible and accepted to the community

### **Improve the level of communication and facilitate increased knowledge/Information about the illness**

- Ensure clients receive adequate up to date and relevant information relating to their illness

### **Support Māori community development initiatives for cancer**

- Assist in the development initiatives based on identified needs of the target group

### **Improve the delivery of health promotion and health education about cancer**

- Establish collaborative approach i.e. multidisciplinary team (MDT) approach to service delivery
- Develop, implement and evaluate promotion and education initiatives focusing on cancer prevention
- Providing health promotion and health education programmes to Māori cancer clients and their whānau and inform them about the illness and health services available
- If required by whānau, contribute to the planning and delivery of programmes to support the cancer journey by facilitating in an Iwi/Māori setting.

### **Support the health and wellbeing of those living in Tamaki nui-ā-Rua through proactive prevention and early intervention.**

- Continue to increase ability of whānau to improve their individual health and wellbeing through regular health checks for those whānau at risk of developing cancer
- Support whānau at risk of developing cancer to access appropriate programmes to assist in early intervention
- Whānau care plans are developed in partnership with whānau and are based on model of empowerment which supports clients to more effectively self-manage their individual care
- Develop programmes and whānau care plans which incorporate tangata whenua models of care e.g. Te Whare Tapa Wha and Te Wheke
- Ensure regular review of whānau care plan occurs
- Develop service promotion brochures in English and Māori Languages

### **Recording, Reporting, Storage and Organisation Requirements:**

- Work activities are to be carried out according to the organisations policies and procedures
- All relevant work data is recorded accurately
- Keep all statistical information on own work activities up to date

### **Collaboration and Service Integration:**

- Work collaboratively with other Māori cancer care providers across Te Pae Hauora o Ruahine o Tararua, attending and supporting initiatives that enhance whānau access to culturally responsive cancer care.
- Build strong working relationships with cancer-focused services, including Screening Support, The Cancer Society and other key stakeholders, to ensure seamless service delivery and improved support for whānau navigating their cancer journey.

### **Whānau Plan**

- Develop individual whānau health plan of specific conditions and age groups incorporating the development of realistic targets for improvement in health status as appropriate and agreed with each client and their whānau
- Kanohi ki te Kanohi – face to face sessions with individuals to specifically discuss and develop strategies to address their individual needs
- Kanohi ki te Kanohi – face to face sessions with whānau to specifically discuss and develop strategies to address their particular needs
- Hauora Wananga – Health education and information from a Māori perspective promoting an understanding of the Māori view of health in terms of:
  - Taha Tinana – Physical Wellbeing
  - Taha Wairua – Spiritual Wellbeing
  - Taha Hinengaro – Mental Wellbeing
  - Taha Whānau – Extended family Wellbeing
- Advocating for Māori cancer clients and their whānau
- Providing a link between Iwi/Māori community, DSS services and GP teams
- Providing a link between Iwi/Māori community and palliative care services
- Be part of the planning which occurs across PHO, primary and secondary health care and cancer control organisations to support client health care

### **Health, Safety and Hauora | Wellbeing**

- Lead by example when it comes to being safe, healthy and well at work. Be aware of your own health and hauora at work and what you can do to take care of it. Support and encourage others to do likewise.
- Be proactive and committed to our health, safety and hauora culture.
- Ensure best practice health, safety and hauora policies and practices are in place for our kaimahi and organisation.

### **How you do your work**

#### **Behaviours**

- **Passion** – A deep motivation and desire to support the wellbeing of Rangitāne whānau, hapū and iwi, recognising them as mana whenua in the Tamaki nui-ā-Rua rohe and contribute to the manaakitanga of all those residing within the Tamaki nui-ā-Rua rohe.

- **Leading others** – Understand and manage yourself to allow you to lead with empathy and build strong relationships with your team. Create inclusive and collaborative environments where people are valued, respected, and empowered to do great mahi.
- **Work quality** – Understands the importance of high work standards. You set high performance standards for yourself and others. Take responsibility for your high standard of work.
- **Relationship management** – Our relationships are central to our mahi. Identify ways to build and maintain strong and trusted relationships with whānau, kaimahi and stakeholders.
- **Adaptability** - comfortably adapt and change direction when required. Keep calm under pressure. Checks for understanding and asks questions when needed. Comfortably manages conflicting demands while still delivering results.
- **Solutions focused** – bring a positive and results focused approach to your mahi. You are motivated to promptly act and find a solution. Take responsibility for your work and outcomes. Often goes above and beyond what is required.
- **Resilience** – continue to deliver and perform while dealing with challenges. Keep focused and calm. Know how to manage your hauora to enable you to navigate challenges.

### Knowledge

- **Te Tiriti o Waitangi** – Demonstrates acceptance and understanding of Te Tiriti o Waitangi and its principles and integrates these into practice.
- **Te Reo and Tikanga** – A knowledge of and genuine commitment to Te Reo Rangatira and Tikanga Māori.
- **Service delivery** – Extensive knowledge of end-to-end service delivery functions.
- **Māori health** – a deep understanding of how Māori models of health are applied in a service delivery setting
- **Legislation** – Extensive working knowledge of the legal requirements and responsibilities of the Pae Ora (Healthy Future) Act 2022, Health Practitioners Competence Assurance Act 2003, Domestic Violence Act 1995, Criminal Justice Act 1985, the Mental Health (Compulsory Assessment and Treatment) Act 1992, Vulnerable Children’s Act 2014, and Health and Safety at Work Act 2015. Privacy Act 1993 (the Health Information Privacy Code 1994) and the Health and Disability Act 2000.
- **Working with children** – Extensive working knowledge of child protection policies and in accordance with the Vulnerable Children’s Act 2014 where applicable.
- **Informed consent** – A deep understanding and application of all legal and ethical requirements pertaining to informed consent and other procedures which may impact upon the rights of clients.
- **IT** – Confident working knowledge of Microsoft Office products and case management software.
- **Systems** – understand the importance of good systems and what is needed to achieve this, including legislative requirements specific to our sector and organisation.

### Skills

- **Communicate** – Be highly professional. Keep people up to date. Proactively think about how you communicate with people to get the best outcome. Be clear and check that you’ve been understood.

- **Coaching and feedback** – Provide timely and constructive feedback to your team that is supportive and empowers people to achieve.
- **Be prepared and organised** – Remain focused and allocate your time efficiently.
- **Prioritising** – Calmly and methodically work through tasks and situations as they occur. Quickly assess priorities and reschedule your work. Manage expectations with clear communication.
- **Delegation** – Know when and how to delegate to your team. Work to their strengths and expertise. Trust them.

## **What you bring to the role**

### **Experience**

- Proven interpersonal and communication skills
- Demonstrated ability to work with a range of communities
- Experience in working with a range of cultures
- Sound literacy knowledge and writing skills
- Basic skills to use computer programmes especially Word, Excel and Outlook
- Knowledge of Māori models of health e.g. Te Whare Tapa Wha, Te Pae Mahutonga, Te Wheke
- Analytical and decision-making ability
- Self-motivated, enthusiastic and organised e.g. able to set and meet realistic deadlines
- Ability to work both independently and as part of a team
- Ability to empathise with whānau
- Take pride in your personal appearance and presentation
- Willingness to learn

### **Qualifications**

- Clean and current New Zealand Full Driver's Licence
- A clinical background is desirable but not essential (L4) or those with degrees e.g. Nursing, Social Worker, Health Science or Public Health qualification record of community development achievement.