



KAIĀRAHI (Collective Impact) JOB DESCRIPTION

- Position:** Kaiārahi (Collective Impact)
- Project Name:** Tā Te Manawa (Easier breathing for tamariki 0-4yrs)
- Term:** Full time 30 – 40 hours (negotiable)
- Position Purpose:** The purpose of this position is to join a team who work alongside 60-70 whānau for up to 2 years, with a focus on improving the health of tamariki aged 0-4yrs, who are affected by respiratory infections such as bronchiolitis and asthma.
- Support whānau to:**
- ❖ Improve whānau knowledge of health literacy regarding respiratory infections and as a result, better manage the care of their tamariki to prevent acute or chronic respiratory episodes
 - ❖ Work with whānau to identify goals and aspirations and develop plans that aid whānau to achieve their desired outcomes.
 - ❖ Connect whānau to access services, resources and opportunities that relate to their goals
 - ❖ Encourage whānau to be self-managing, by taking responsibility for their decisions and leading their own plans for transformation (over a two year period)
- The changes that we want to make with and for whānau are;**
- ❖ Work with whānau to prevent hospital admissions in the first instance
 - ❖ Whānau are including and actively making decisions other services to reduce respiratory conditions of tamariki 0-4yrs
 - ❖ Whānau understand their child's respiratory condition/s (health literacy)
 - ❖ Whānau access information and services independently
 - ❖ Whānau are connected and involved with relevant services that affect best health and wellbeing outcomes for their tamariki and whānau
 - ❖ Whānau maintain service connection
 - ❖ Whānau engagement and collaboration with responsive services
- Service Purpose:** Horouta Whānau Ora is a region-wide initiative made up of eight organisations working together to offer a whānau ora approach to achieving whānau success. Tā Te Manawa is a Collective Impact project designed to improve the health of tamariki aged 0-4yrs with respiratory infections.
- Location:** The project is located in Gisborne, based at Te Rūnanganui o Ngati Porou and/or Turanga Health
- Reports To:** Programme Manager



Internal Relationships:	Manager/Supervisor (upline internal) Data Analyst Colleagues
External Relationships:	Backbone Unit Te Rūnanganui O Ngāti Porou Whānau, Hapū, Iwi groups Service Providers Government Agencies Community Groups
Service Description:	See Performance Indicators (attached)
Organisational Structure:	<p>Horouta Whānau Ora is a collaborative approach to working with whānau. There are 5 organisational partners and three associate members of the collective;</p> <p>Partners</p> <p>Te Rūnanganui o Ngāti Porou (Lead Partner) Te Rūnanga o Turanganui a Kiwa Ngāti Porou Houora Turanga Health Te Whare Maire o Tapuwae (Wairoa)</p> <p>Associate Collective Members</p> <p>Te Kura Reo Rua o Waikirikiri Te Kura o Kaiti Hauti Centre of Excellence (Uawa)</p> <p>The project team</p> <p>The Tā Te Manawa project is a collective impact project that has resulted from an agreed common agenda based on research to improve the health outcomes for tamariki 0-4yrs with respiratory infections and asthma. The project is expected to run for up to 2years with 60-70 whānau in Gisborne and be supported by the backbone unit (Tronpnui) project manager and on behalf of governance oversight of the project will be conducted by Turanga Health Chief Executive. The project also has a steering group established which meets weekly to support the project team to achieve project outcomes.</p>



KAIĀRAHI (Collective Impact) DESIRED PERSON SPECIFICATIONS

The ideal candidate will have the following key skills and attributes:

1. Key Skills and Competencies:

- ❖ Demonstrated facilitation, planning and coordination or experience
- ❖ Demonstrated experience with client management systems
- ❖ Demonstrated advocacy
- ❖ Experienced at working with tamariki 0-4yrs and their whānau
- ❖ Demonstrated knowledge of iwi, community and service networks in the Tairāwhiti region
- ❖ Experienced in kaupapa Māori approaches and an empathy for own and other cultures
- ❖ Familiar with the Whānau Ora outcomes framework

2. Generic skills required will include:

- ❖ A demonstrated and proven experience of working with whānau
- ❖ Excellent interpersonal skills
- ❖ High level of systems and IT literacy (client management systems)
- ❖ High level of energy, innovation, self-motivation and enthusiasm

3. Qualifications:

- ❖ A Social or Community Development qualification is desirable
- ❖ Proven IT skills that support case management is essential
- ❖ High level of report writing and developed analytical skills are desirable
- ❖ A full driver's licence is essential

4. Training:

- ❖ The applicant will be required to undertake a comprehensive induction and orientation in the first 6 weeks of employment including an introduction to the Whanau Tahī Client Management System (CMS)



HOROUTA WHĀNAU ORA

KAIĀRAHI (CI) AND COLLECTIVE IMPACT PERFORMANCE INDICATORS

Key Priorities	Expected Outcomes	Tasks/Deliverables	Key Performance Indicators
INDUCTION	<ul style="list-style-type: none"> ❖ The induction process is fully completed 	<ul style="list-style-type: none"> ❖ Full participation in the induction over the first 6 weeks 	<ul style="list-style-type: none"> ❖ An induction checklist is satisfactorily completed.
TRAINING	<ul style="list-style-type: none"> ❖ That all scheduled training is attended and completed ❖ Training is undertaken where required or appropriate 	<ul style="list-style-type: none"> ❖ On Job Training is undertaken within the first three months. ❖ A staff development plan is developed. 	<ul style="list-style-type: none"> ❖ Attendance is logged and training evaluations recorded on HR file ❖ A staff development plan is available and kept on personnel file
ENGAGEMENT & ENROLMENT	<ul style="list-style-type: none"> ❖ An initial engagement enrolment and consent documentation is completed and filed. ❖ All required Whānau information is entered into the relevant client management system. ❖ Whakawhānaungatanga process is completed and documented. 	<ul style="list-style-type: none"> ❖ Referrals – externally, Internally will be consulted with the practice team before engagement and enrollment occur within Tā Te Manawa ❖ All referrals are followed up after consults ❖ Initial engagement undertaken and completed with date. Whānau contact and members recorded. ❖ All documentation completed and filed including genogram information ❖ Whānau consents undertaken are signed by whanau and filed with all enrolment documentation. 	<ul style="list-style-type: none"> ❖ Referrals are recorded and filed. ❖ Client files are opened for each enrolled Whānau. ❖ Whānau enrollment, consents and documentation are completed and filed. ❖ All required information is entered onto the client management system. <p style="text-align: center;"><i>PLEASE REFER TO THE TABLE OF COMMISSIONING ACTIVITIES, TARGETS AND INDICATORS BELOW.</i></p>



Key Priorities	Expected Outcomes	Tasks/Deliverables	Key Performance Indicators
ASSESSMENT:	<ul style="list-style-type: none"> ❖ Whānau baseline assessment is completed. ❖ A profile and description the whanau current situation and aspirations are recorded. ❖ Whānau prioritise their key challenges and issues. ❖ Whānau identify and agree on at least four priority outcomes to plan toward. 	<ul style="list-style-type: none"> ❖ Baseline assessment is undertaken. ❖ A Whānau profile is completed. ❖ Facilitate discussion and assist whānau to identify priority challenges and issues. ❖ Facilitate discussion and assist whānau to identify at least four priority outcomes to include in their plan. 	<ul style="list-style-type: none"> ❖ Whānau Profile is on file. ❖ Baseline assessment is on file and entered onto the CMS. ❖ Whānau priorities and outcomes are clearly identified and entered in CMS. ❖ Whānau are provided with a copy of signed enrolment consents, & assessment documentation, plans
WHĀNAU PLANS:	<ul style="list-style-type: none"> ❖ Goals (actions) to achieve outcomes with the whānau are developed. ❖ Timeframes and responsibilities for Kaiārahi and Whānau are developed and are agreed to and signed off with Whānau. ❖ Whānau measures of success and the identification of what information will be collected to evidence that success is developed and agreed to by the Whānau. ❖ Whānau Plan developed. 	<ul style="list-style-type: none"> ❖ Facilitate and assist - Whānau to develop goals/actions to achieve their outcomes. ❖ Facilitate and assist Whānau to set timeframes and responsibilities for Whānau and Kaiarahi. ❖ Facilitate and assist Whānau to develop measures of success. ❖ Facilitate development of a Whānau Plan. 	<ul style="list-style-type: none"> ❖ Whānau Plan developed and signed off by Whānau with dates. ❖ Goals/actions are aligned to outcomes with dates and entered into Whanau Tahi Reporting System. ❖ Timeframes and review dates are agreed with Whānau. ❖ Measures of success are entered into Whanau Tahi Reporting System. ❖ All documentation is filed. ❖ Whānau are provided with copies of all planning documentation.



Key Priorities	Expected Outcomes	Tasks/Deliverables	Key Performance Indicators
WHĀNAU DIRECT	<ul style="list-style-type: none"> ❖ Whānau baseline assessment is completed. ❖ Whānau goals and aspirations are identified by whanau. ❖ Plans are completed and aligned to goals and expected outcomes. ❖ Whānau direct and other relevant funding sources are identified. 	<ul style="list-style-type: none"> ❖ Whānau baseline assessment is completed. ❖ Plans demonstrate whānau goals and expected outcomes. 	<ul style="list-style-type: none"> ❖ Application for whānau direct completed and submitted. ❖ Whānau direct applications approved and whānau have received resources to support their goals and plan. ❖ All documentation filed and data entered into client management system.

To better prepare your application we have provided some links for your information.

Research links:

<http://www.collaborationforimpact.com/collective-impact/the-backbone-organisation/>

<https://www.tepoumatakana.com/>

<https://www.tepoumatakana.com/mahi/collective-impact-for-whanau/>

<https://www.tepoumatakana.com/resources/outcomes-framework/>