

POSITION DESCRIPTION

Mana Ake Kaimahi

This document is subject to annual review

SECTION A

POSITION: Mana Ake Kaimahi

REPORTS TO: Mana Ake Team Leader (Kaiarahi)
Organisational Line Management [Operational]

SECTION B

POSITION PURPOSE: This position will support the Mana Ake – Stronger for Tomorrow initiative. It will have a particular focus on providing early intervention for children, whānau and schools, when children are experiencing ongoing issues that are impacting their wellbeing and mental health.

DIMENSIONS:

Staff: The Mana Ake Kaimahi does not have any direct reports.

Budget responsibility: The Mana Ake Kaimahi does not have any budget responsibilities

FUNCTIONAL RELATIONSHIPS:

Internal:

- Organisational line management
- Mana Ake team members
- Mana Ake kaiarahi

External (includes but not exclusive to):

- Whānau and carers
- Schools
- School Cluster Leadership
- Mana Ake Provider Network
- Community service providers
- CAFlink and School Based Mental Health Team
- Oranga Tamariki
- Resource Teachers Learning & Behaviour (RTLb)
- Ministry of Education Learning Support
- Social Worker in Schools
- School counsellors and guidance networks
- Public Health Nurses and School Based Nurse

- Te Runanga o Ngai Tahu
- General Practice

SECTION C

KEY TASKS AND RESPONSIBILITIES:

Achievement of the position objective will involve the following key tasks:

Key Areas of Accountability	
To commit to the collaborative charter, practices, policies and procedures of Mana Ake and the respective organisation	
To work efficiently, effectively and cooperatively with colleagues, children, whānau and schools	<ul style="list-style-type: none"> ▪ The Kaimahi will evidence the following “Real Skills” in their practice; <ul style="list-style-type: none"> • Working with service users • Working with Māori • Working with family/whānau • Working within communities • Challenging stigma and discrimination • Law, policy and practice • Professional and personal development
To engage with children, whānau, schools, agencies and the wider communities as required to support school	<ul style="list-style-type: none"> ▪ Kaimahi will provide the Mana Ake service to promote child and whānau wellbeing in community, home and school, marae, sports clubs, churches other places as required
To work in collaboration with clusters to identify work priorities	<ul style="list-style-type: none"> ▪ Kaimahi will support clusters in the co-design of their processes specific to each cluster ▪ Kaimahi will deliver flexible and responsive services as per agreed processes
To provide assessment, intervention and support that reflects empowering and strength-based practice	<ul style="list-style-type: none"> ▪ Kaimahi will place a strong emphasis on evidenced informed prevention and early intervention models that support social determinants of health, minimising stigma regarding mental illness, minimising discrimination and the unnecessary pathologising of children and whānau ▪ Assessments will be wellbeing focused and trauma informed and are solely for the benefit the child and whānau ▪ Interventions will be strengths based and promote self-determination to empower the child and whānau ▪ Kaimahi will record notes and data in a factual manner according to the record keeping guidelines; all relevant information will be recorded in the client management system
Support will reflect clear, achievable outcomes that are important to children, whānau and schools	<ul style="list-style-type: none"> ▪ Kaimahi will plan, implement, monitor and evaluate outcomes with children, whānau, schools using tools that are evidence informed and/or supported by Mana Ake
Maintain and respect confidentiality and privacy of all individuals, whānau and agency information	<ul style="list-style-type: none"> ▪ Kaimahi will follow the privacy policy and procedures as directed by line management and in accordance with the law and professional bodies
To recognise and appreciate cultural differences and ethnic diversity and to respond in a responsible and empathetic manner	<ul style="list-style-type: none"> ▪ Kaimahi will provide a culturally responsive practice ensuring that Mana Ake is representative of the children and whānau being served ▪ Kaimahi will be supported to provide and ensure culturally, and linguistically diverse populations are understood and engaged in a culturally appropriate manner

To actively gather resources and information relevant to the quality delivery of outcomes for Mana Ake to children, whānau and schools	<ul style="list-style-type: none"> ▪ Kaimahi will participate in training programmes provided by Mana Ake and as directed by line management ▪ Kaimahi will identify knowledge and resource gaps and seek assistance ▪ Kaimahi will provide leadership in accessing information for Children, whānau and Schools
Attend supervision; clinical, cultural and administrative supervision is provided and attended as required in accordance with Mana Ake framework	<ul style="list-style-type: none"> ▪ Supervision is attended regularly, and a record is available
Ensure that child safety is paramount, and practices are followed in accordance with the Vulnerable Children’s Act (2014)	<ul style="list-style-type: none"> ▪ Kaimahi will use measures that strengthen child wellbeing and empower whānau ▪ Kaimahi will report neglect and abuse as required by law
Ensure that all workplaces and staff operate in accordance with the Health & Safety Act (2015)	<ul style="list-style-type: none"> ▪ Kaimahi will support and maintain safe work environments by following the policies and procedures of the site ▪ Home and community visits are supported and policies and procedures need to be adhered to practice safely
The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the initiative change. Accordingly, the position will undertake any other tasks and duties as agreed from time to time with the Mana Ake kaiarahi or Operational Line Manager.	

SECTION D

Qualifications and Technical Skills	Essential	Desirable
Non-clinical - Level 4 minimum qualifications or extensive experience relevant to health, Social Services or education in accordance with practice framework.	✓	
Clinical - Level 6+ health related qualification with relevant child and family mental health competencies in accordance with practice framework.	✓	
Clinical - hold a current practicing certificate/registration in accordance with HPCA Act 2003 or hold current full Social Work Registration.	✓	
At least 12 months experience in working in the field of mental health		✓
A commitment to participate in relevant professional development	✓	
Experience in child health or social support services	✓	
Current full driver's license	✓	
Information technology and administration literacy	✓	

Experience:	Essential	Desirable
Experience in working with children, youth and whānau	✓	
Demonstrated experience in working with Maori, Pacific, Culturally and Linguistically Diverse (CALD) communities.	✓	
Knowledge of child health services, general practice capabilities and NGO provider networks	✓	
Developed networks and relationships within the health, education and social services sectors and the ability to navigate within these		✓
Experience in brief intervention		✓
Experience in home visiting	✓	
A working understanding of Treaty of Waitangi principles and how to apply these within your role	✓	
Knowledge and experience working with a case management system	✓	

Personal Attributes:	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to establish rapport with children and whānau	✓	
Ability to set and maintain professional boundaries	✓	
Excellent time management and organisational skills	✓	
Able to work collaboratively in a range of formal and informal team setting and autonomously as the situation requires	✓	
Ability to work in a multidisciplinary setting and across different agencies	✓	
Ability to engage and maintain relationships	✓	
Adaptable and flexible in approach to service design and delivery	✓	
Commitment to ongoing professional development and integrity	✓	
Clearance under the provisions of Vulnerable Children Act (2014)	✓	
Ability to communicate in different languages		✓