

## Job profile

<b>Position title</b>	<b>He kaiāwhina ki te Whare Tiaki - Kaiāwhina (support person) at Whare Tiaki</b>
<b>Division:</b>	Housing
<b>Location:</b>	Papanui, Christchurch
<b>Responsible to:</b>	Whare Tiaki, Manager, Christchurch Methodist Mission
<b>Date approved:</b>	February 2023
<b>Hours:</b>	Part-time (20 hours per week)
<b>Delegated authority</b>	Nil

### The Mission

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The Christchurch Methodist Mission (CMM) is the social services agency of the Methodist Church of New Zealand with responsibility for services through the upper South Island.

### Our Vision

A socially just and inclusive society in which all people flourish.

### Our Mission

To promote social justice through partnerships that strengthen whānau and build fair and safe communities

### ‘Cycles of Hope’

Christchurch Methodist Mission is committed to promoting ‘cycles of hope’ by actively addressing not only the effects, but also the causes of injustice and social and economic disadvantage.

### Our Values

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- Tumanako (Hope) – Believing that change is possible
- Whakaute (Respect) – For people, and every person’s unique value
- Hei kaikōrero mō te tika me te mana taurite (Social Justice) – Inequality, unfairness and exclusion will be challenged
- Ngākau pono (Integrity) – Actions speak louder than words
- Mahi tahi (Partnership) – Strength is found in cooperation
- Whakamana (Empowerment) – Recognising and enhancing the mana in all people
- Whakakauka (Sustainability) – Responding to the challenges of climate change

## Whare Tiaki

*Whare Tiaki*, Methodist Mission Ōtautahi, was established in 2017 with the support and guidance of staff from Ngāi Tahu, Mana Whenua, CDHB Māori Clinical Assessor and Christchurch Methodist Mission kaumātua and kuia.

Whare Tiaki is for kaumātua Māori from all iwi who are able to live independently but who benefit from living as part of a wider whānau. There are eight independent suites at Whare Tiaki, each with its own ensuite attached. Two meals are provided each day for our whare whānau and kai is provided for kaumātua to prepare their own parakuihi (breakfast)

Whare Tiaki is situated at 9 Marble Wood Drive, Papanui and is part of Wesley Village, Christchurch Methodist Mission.

## Purpose of Position

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The purpose of this position is to provide manaakitanga (care for, support and respect) to our kaumātua living at Whare Tiaki. There is also a special focus on developing and facilitating activities and/or outings for our whare whānau and ensuring our kaumātua stay connected with others in their community.

The work of the kaiāwhina will be guided by Te Whare Tapa Wha, ensuring all aspects of kaumātua wellbeing are considered and supported.

## Key responsibilities:

- Build positive relationships with all kaumātua to ensure their hauora, mana motuhake and mana is upheld
- Plan and facilitate activities for kaumātua, both on premise and in the community
- Plan menu, grocery shopping and cook for up to eight kaumātua approximately 3 days a week
- Clean common areas at Whare Tiaki
- Build positive relationships with kaupapa Māori services to ensure our kaumātua are receiving the best care and support
- Work alongside the Whare Tiaki manager to ensure the smooth running of the whare
- Support the manager to develop and facilitate activities run out of our Cultural Hub

## Mission Wide Responsibilities

It is expected that all staff employed by CMM will:

- Adhere to the CMM values statement, Strategic Plan, Code of Conduct and Health and Safety requirements
- Actively participate in any meetings as requested.
- Have an understanding of the Treaty of Waitangi and how it relates to the work of CMM
- Have an understanding of, and commitment to, the principles of Equal Employment Opportunities
- Support all staff in meeting their occupational health and safety requirements
- Undertake professional development, supervision and training as agreed

## Key Relationships

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- Kaumātua and their whānau
- Whare Tiaki Manager
- Other kaiāwhina and/or housekeepers in the Supported Living Service
- CMM kaumātua Governance Komiti
- External health and social service organisations who can provide support to kaumātua.

## Person Specification

### Essential

- Passion for and experience supporting kaumātua
- Understanding of tikanga in a variety of situations
- Experience cooking a variety of meals for up to 8 people
- Experience cleaning / keeping a home clean and tidy
- Ability to plan and facilitate activities for kaumātua
- Time management skills
- Excellent communication skills
- Ability to adapt whilst considering kaumātua needs first and foremost
- Full drivers' licence

### Desirable

- Speak te reo Māori
- First Aid Certificate

## Organisational Competencies

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Competencies describe behaviour that reflects underlying skills, knowledge, attitudes and personal qualities required to perform a job satisfactorily. The competencies required for this job are outlined below.

- **Commitment to the service** - promotes high quality care for kaumātua. Demonstrates a commitment to understanding and meeting kaumātua's expectations and delivering a high quality service. Sensitive to the needs and concerns of kaumātua and prospective kaumātua.
- **Building relationships** - The ability to interact with and develop effective working relationships with a wide range of older people.
- **Team work**- commitment and support for the work of the team. Pools ideas and builds on the contributions of other team members. Demonstrates an ability and willingness to work with other professional staff from other professions e.g. nurses, care workers, social workers, teachers, advisors, clinical staff, community workers etc.
- **Flexibility** - Able to adapt to a variety of situations, understanding and appreciating different and opposing perspectives of a situation. Open minded and flexible in dealing with circumstances as they arise. The ability to think about a situation, issue or process in new or varying ways and to generate new ideas. This includes the willingness to seek out and implement better ways of doing things and to embrace change. Approaches changes in the CMM with a constructive attitude
- **Planning and organising** - ability to identify objectives and develop effective action plans to achieve them. This may include: using sound personal organization disciplines; using a methodical and systematic approach towards planning workloads; using project management skills; exhibiting appropriate initiative and persistence; focusing on work that

is of high quality. High level of initiative and self-management. Excellent time management skills and ability to respond to demanding timelines. Results focused and ability to deliver on commitments.

- **Managing Personal Responsibilities** – upholds personal, professional, and ethical conduct. Demonstrate ethical practice and the maintenance of professional boundaries. Knowledge and commitment to the principles of EEO. Aware of health and safety requirements.
- **Managing Information and Uses Technology** - managing information effectively, and using information technology to be efficient, productive, and to deliver a high standard of service
- **Cultural Responsiveness** - The ability and desire to show cultural sensitivity, awareness and understanding of diversity. This includes reinforcing culturally sensitive behaviour, being responsive to all cultural groups. Ability to work within diverse cultural settings.

Signed:

Date:

Employee: \_\_\_\_\_

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Employer: \_\_\_\_\_

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