



Presbyterian Support
South Canterbury

POSITION DESCRIPTION

Mission Statement **“Supporting People through Quality Care”**

Position:	Pou Ārahi Māori - Cultural Navigator
Core Functions:	To provide cultural guidance and support for Presbyterian Support South Canterbury (PSSC)
Location:	Presbyterian Support South Canterbury, 12 Park Lane Timaru
Reports to:	General Manager Social Services
Key Relationships:	Te Runaka o Arowhenua Te Runaka o Waiho Mātaawaka - Te Aitarakihi Tangata Whenua Clients and Residents PSSC Family Works Roopū. Enliven Roopū Te Kahui Rangatira (PSNZ National Roopū) PSSC Board PSSC CEO and Senior Leadership Team PSSC Management PSSC Kaimahi
Functional Relationships:	Clients Residents Volunteers Foster Parents Other Professionals in the Community
Hours:	20-25 hours per week
Objective of the position:	To provide guidance to assist in growing and imbedding the cultural capability and competence of the organisation

KEY TASKS AND PERFORMANCE MEASURES

- 1. Cultural guidance, advice and support is provided to assist in the effective design and delivery of services for Māori**

Performance Measures

This task is achieved by:

- 1.1 Working in partnership with the CEO and Senior Managers to ensure they are well informed of the overall preparedness of Presbyterian Support South Canterbury (PSSC) services to effectively meet the cultural needs of clients who identify as Māori.
- 1.2 Providing guidance and support to management and kaimahi when needed in relation to recognising and addressing areas of cultural risk and safety.
- 1.3 Working in partnership with management, kaimahi and others as relevant to ensure the cultural components of programmes and services are appropriate for Māori clients.
- 1.4 Assisting in the development and delivery of education to build the cultural safety, knowledge and overall cultural competence of volunteers, kaimahi and management.
- 1.5 Helping to connect PSSC with local Māori health and social services providers and supporting the building of the relationship with local Iwi Māori.
- 1.6 Working with Managers during the recruitment process to identify and support engagement with candidates around cultural competence.

- 2. Representation on the Presbyterian Support New Zealand (PSNZ) National Te Kahui Rangatira roopū provides a regional voice to help guide the national cultural journey.**

Performance Measures

This task is achieved by:

- 2.1 Providing advice and support as a member of the Te Kahui Rangatira that benefit's both the local and national Presbyterian Support bodies through the implementation of Te Pātikitiki o Kōtahitanga.

- 2.2 Attend national meetings either in person or via other means to represent the view of PSSC and to support the work of Te Kahui Rangatira.
- 2.3 Share Te Kahui Rangatira direction with the CEO and PSSC Senior Managers to ensure alignment with regional and national objectives.

<p>3. Presbyterian Support South Canterbury works in partnership to develop a pathway of cultural development and learning.</p>
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Performance Measures

This task is achieved by:

- 3.1 Creating an agreed pathway (Cultural Development Plan) together, of learning, for implementation over time to increase the organisation's cultural practices and knowledge.
- 3.2 Building knowledge and understanding of the principles of Partnership, Participation and Protection in line with Te Tiriti o Waitangi
- 3.3 Providing advice on the cultural content for new and reviewed policies procedures, branding, imagery and process.
- 3.4 Working with the CEO on the potential cultural needs of Māori clients and kaimahi in relation to any planned property design and development.
- 3.5 Through the CEO, provide cultural governance advice and guidance to the Board of PSSC as agreed.
- 3.6 Advising management about opportunities for engagement with networks or local groups that enhance the effectiveness of services to Māori by PSSC.
- 3.7 Working with the PSSC Senior Leadership Team and Board to ensure the appropriate level of cultural support is included during official functions, external promotions and presentations.
- 3.8 Providing advice to the CEO on the development of cultural content in the Strategic and Business Plan objectives, including – “building our knowledge and understanding of Te Ao Māori by recognising our partnership responsibilities under the Te Tiriti o Waitangi by aligning our practice with the principles of the Te Tiriti o Waitangi”.

4. Kaimahi, and Volunteers who identify as Māori receive the appropriate level of cultural support and respect – Family Works.

Performance Measures

This task is achieved by:

- 4.1 Working with General Manager Social Services to build an understanding of the cultural needs of Māori kaimahi, and volunteers to ensure they are supported during their employment/tenure at Presbyterian Support South Canterbury.
- 4.2 Providing advice to kaimahi who identify as Māori as agreed.
- 4.3 Ensuring new kaimahi are aware of the Pou Ārahi role including, spending time during their induction to discuss the ways in which they can access cultural support.
- 4.4 Provide guidance to the Family Works Roopū and engage with the CEO and General Manager Social Services on the work of the Roopū and any needs they may have identified.
- 4.5 Offering cultural guidance, advice and support regarding services to Whānau for management and kaimahi on a client-by-client basis.

5. Support the development and progress of the Cultural Journey of Enliven kaimahi, volunteers and residents.

- 5.1 Work in partnership with the Enliven Manager to help oversee and deliver cultural training programmes.
- 5.2 Initiate the set-up of a Roopū of Enliven kaimahi to help support the Pou Ārahi role on the ground.
- 5.3 Work with the appropriate care home managers to understand the cultural diversity of Enliven kaimahi and residents to help to support their cultural needs and tikanga during their time with the organisation.
- 5.4 Work with PSSC Chaplain to ensure cultural appropriateness in the care and service design and delivery.
- 5.5 Provide guidance to Enliven Managers and support during Nga Paerewa-Health and Disability services standard preparation and audits.

- 5.6 Provide advice and support to managers and kaimahi when Māori clients and residents come into services and when they leave our services or pass away.

6. Health and Safety in the workplace is a priority.

Performance Measures

This task is achieved by:

- 6.1 Personal responsibility and compliance with organisations Health and Safety policies/objectives is required to ensure a healthy and safe work environment.

7. Demonstrate a commitment to own professional and personal development and meet appropriate professional standards of practice.

Performance Measures

This task is achieved by:

- 7.1 Attend regular meetings to monitor workload and any matters that need to be discussed regarding working with kaimahi or whanau Māori and have regular cultural supervision externally sourced through Mana Whenua or appropriate Māori networks .
- 7.2 Professional development needs are determined and linked to the key tasks of the position and a professional development plan is established in conjunction with the CEO.
- 7.3 Be up to date with knowledge, skills and issues in the social and health services in relation to Māori both locally and nationally.
- 7.4 Practice and ethical standards will reflect the professional requirements of Iwi and of PSSC.

8. Carry out other duties as agreed.

Performance Measures

This task is achieved by:

- 8.1 Assisting with other duties as agreed with the CEO and in line with the requirements of the position

Signed by Employee:

Signed by Employer:

Date: