

JOB DESCRIPTION

Kaiārahi

Reporting to: Manager Day Services

Employment Status: FTE 0.8

Date Prepared: February 2019

POSITION PURPOSE

To support staff and volunteers in development of mana enhancing practice.

To provide leadership and advice, to ensure culturally safe services are accessible to Māori patients and their whānau.

To increase the awareness with te iwi Māori and Māori communities of Mary Potter Hospice and available palliative care services.

To collaborate with te iwi Māori and Māori health providers in the delivery of mutually beneficial compassionate community educational and promotional activity.

To provide occasional and targeted leave back fill for the Māori Whānau Liaison role.

RESPONSIBILITIES

Māori Service Plan

- Support the development and progress of the Mary Potter Hospice Māori Service Plan and provide progress reports as agreed with the Manager.
- Monitor the effectiveness of the plan.
- Consult with Mary Potter Hospice staff and Te Pou Tautoko to contribute to the review and update of the plan ensuring relevancy and consistency with the strategic direction of Mary Potter Hospice. Collate all relevant information to enable the efficient review of the plan.

Engagement and Whanaungatanga

- Provide support to Te Pou Tautoko the Hospice Māori Advisory Group.
- Raise the awareness of te iwi Māori and Māori communities of Mary Potter Hospice and the palliative care services it provides.
- Foster and maintain effective relationships and work collaboratively with Māori key stakeholders (Māori health providers, Māori health workers, Māori communities and those involved in Māori education).

- Ensure Hospice spaces are welcoming for Māori.
- Work closely with patients and whānau in the absence of the Māori Whānau Liaison to ensure seamless services and ongoing advisory role to the MDT.

Build Organisational Capability

- Work with the Education Team to deliver training to increase the cultural competence of Mary Potter Hospice staff and volunteers.
- Work with PERQI to measure the impact of training.
- Provide any other assistance as required by the Director Clinical Services towards workforce development initiatives.
- Work collaboratively to ensure there is a consistent approach to the wider community reflecting a commitment to improving patient and whānau care, quality management processes and frameworks, reducing disparities and increasing equity.
- Provide opportunities for growth and support of Ao Māori perspectives with Māori staff.

Health and Safety

- Practise within Mary Potter health and safety policies and procedures (outlined in the Health and Safety Policy Manual).
- Report all identified hazards, incidents (including near-misses) and accidents to the Manager.
- Contribute to ensuring that a safe working environment is maintained at all times.

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by the Manager will be undertaken.

FUNCTIONAL RELATIONSHIPS

Internal

- All Mary Potter Hospice staff
- Mary Potter Hospice Clinical and Community Teams
- Professional Education Research Quality Team
- Te Pou Tautoko (Māori Advice and Support Group)
- Professional Advisory Group (PAG)
- Māori staff and contractors
- Māori Whānau Liaison

External

- Māori Health Networks
- Māori Health Providers
- Māori Health Advisors
- Māori Health Liaison Workers
- Hospice NZ Kaimahi roopu and Hospice NZ
- Those with expertise in facilitation and education around mātauranga Māori.
- Māori Communities
- Capital Coast District Health Board (CCDHB)
- Wellington Regional Cancer Society

EDUCATIONAL REQUIREMENTS

- A relevant qualification in health (or social services), and/or Māori studies, and/or education.

PERSON SPECIFICATION

The following requirements are sought for this position:

- Mana enhancing practise and desire to whakamana whānau
- Ability to confidently facilitate and deliver training initiatives
- Commitment to bi-cultural service delivery
- Understanding of, and ability to move comfortably in te Ao Māori
- Ability to raise awareness and positively influence others
- Masterful communication skills
- Conversational te reo Māori
- Established networks in the Māori community
- Experience in the health sector, including palliative care is desirable
- Awareness and understanding of the health and palliative care sectors
- Honesty and integrity
- Excellent time management skills and ability to work independently

In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Signed: Date:
(Job Holder)

Signed: Date:
(Director)

Job Description Appendix

About Mary Potter Hospice

For nearly 40 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2018/19, it will cost approximately \$13 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to exceed \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at March 2019