

## POSITION DESCRIPTION

### Mana Ake Kaimahi

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*This document is subject to annual review*

#### SECTION A

**POSITION:** Mana Ake Kaimahi

**REPORTS TO:** Mana Ake Team Leader [Clinical]  
Organisational Line Management [Operational]

#### SECTION B

**POSITION PURPOSE:** This position will support the Mana Ake – Stronger for Tomorrow (previously known as Mental Health Support in Schools) initiative. It will have a particular focus on providing early intervention and support for children, whānau and schools, when children are experience 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 Team Leader

**External**

- Whānau and carers
- Schools
- Clusters of Learning
- Mana Ake Provider Network
- Community service providers
- CAFlink and School Based Mental Health Team
- Oranga Tamariki
- Resource Teachers Learning & Behaviour (RTLb)
- Ministry of Education, including Learning Support (MOE learning support)

- Pastoral Care Network including; Social Worker in Schools, school counsellors, guidance networks, Public Health Nurses and School Based nurses
- Te Runanga o Ngai Tahu
- General Practice

## SECTION C

### KEY TASKS AND RESPONSIBILITIES:

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

<b>Key Areas of Accountability</b>	
To commit to the collaborative charter, practices, policies and procedures of Mana Ake and the respective home agency	<ul style="list-style-type: none"> <li>▪ TBC</li> </ul>
To work efficiently, effectively and cooperatively with colleagues, children, whānau and schools	<ul style="list-style-type: none"> <li>▪ The Kaimahi will evidence the following “Real Skills” in their practice;               <ul style="list-style-type: none"> <li>○ Working with service users</li> <li>○ Working with Māori</li> <li>○ Working with family/whānau</li> <li>○ Working within communities</li> <li>○ Challenging stigma and discrimination</li> <li>○ Law, policy and practice</li> <li>○ Professional and personal development</li> </ul> </li> <li>*this will need an appendix</li> </ul>
To engage with children, whānau, schools, agencies and the wider communities as required to support school	<ul style="list-style-type: none"> <li>▪ The Kaimahi will provide the Mana Ake service for child and whānau wellbeing in community, home and school, marae, sports clubs, churches other workplaces as required</li> </ul>
To work in collaboration with clusters to identify work priorities	<ul style="list-style-type: none"> <li>▪ The Kaimahi will support clusters in the co-design of their processes specific to each cluster</li> <li>▪ Kaimahi will deliver flexible and responsive services as per agreed processes</li> </ul>
To provide assessment, intervention and support that reflects empowering and strength-based practice	<ul style="list-style-type: none"> <li>▪ The 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</li> <li>▪ Assessments will be wellbeing focussed and trauma informed and are solely for the benefit of the child and whānau</li> <li>▪ Interventions will be strengths based and promote self-determination and empower the child and whānau</li> <li>▪ The Kaimahi will record notes and data in a factual manner according to the record keeping guidelines; all relevant information will be recorded into the client management system</li> </ul>
Support will reflect clear, achievable outcomes that are important to children, whānau and schools	<ul style="list-style-type: none"> <li>▪ Kaimahi will plan, implement, monitor and evaluate outcomes with children, whānau, schools using tools that are evidence informed and/or supported by Mana Ake</li> </ul>
Maintain and respect confidentiality and privacy of all individuals, whānau and agency information	<ul style="list-style-type: none"> <li>▪ The Kaimahi will follow the privacy policy and procedures as directed by line management and in accordance with law and professional bodies</li> </ul>

To recognise and appreciate cultural differences and ethnic diversity and to respond in a responsible and empathetic manner	<ul style="list-style-type: none"> <li>▪ The Kaimahi will provide a culturally responsive practice ensuring that Mana Ake is representative of the children and whānau being served</li> <li>▪ The Kaimahi will be supported to provide and ensure culturally, and linguistically diverse populations are understood and engaged in a culturally appropriate manner</li> </ul>
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"> <li>▪ Kaimahi will participate in training programmes provided by Mana Ake and as directed by line management</li> <li>▪ Kaimahi will identify knowledge and resource gaps and seek assistance</li> <li>▪ Kaimahi will provide leadership in accessing information for Children, whānau and Schools</li> </ul>
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"> <li>▪ Supervision is attended regularly, and a record is available</li> </ul>
Ensure that child safety is paramount, and practices are followed in accordance with the Vulnerable Children Act (2014)	<ul style="list-style-type: none"> <li>▪ Kaimahi will use measures that strengthen child wellbeing and empower whānau</li> <li>▪ Kaimahi will report neglect and abuse as required by law</li> </ul>
Ensure that all workplaces and staff operate in accordance with the Health & Safety Act (2015)	<ul style="list-style-type: none"> <li>▪ Kaimahi will support and maintain safe work environments by following the policies and procedures of the site</li> <li>▪ Home and community visiting is supported and policies and procedures need to be adhered to practice safety</li> </ul>
The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the company change. Accordingly, the position will undertake any other tasks and duties as agreed from time to time with the Mana Ake Team Leader or Operational Line Manager.	

## SECTION D

<b>Qualifications and Technical Skills</b>	<b>Essential</b>	<b>Desirable</b>
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 to ensure	✓	
Experience in child health or social support services	✓	
Current full driver's license	✓	
Information technology and administration literacy	✓	

<b>Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Experience in working with children, youth and whānau	✓	
Demonstrated experience in working with Maori, Pacific, Culturally 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	✓	

<b>Personal Attributes:</b>	<b>Essential</b>	<b>Desirable</b>
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		✓