

# SCHEDULE 3

## ***Employment Agreement Schedule - Job Description Fixed Term – 12 months (MSD contract)***

Name:

---

Position:

Community Response Coordinator

---

Reports to:

Operations Manager/Chief Executive  
Officer

---

.....

### **OVERALL OBJECTIVE:**

The Community Response Coordinator is responsible to oversee MTA Community response scheme with the aim to increase participation and delivery of social services to kaumatua in the Horowhenua region.

### **OVERALL RESPONSIBILITIES:**

1. To work alongside vulnerable and at risk older people to:

Main activities:

- a. Increase kaumatua taking part in social and group exercise activities.
- b. Personalise health plans
- c. Coordinate health and physical education sessions
- d. Monthly health assessments undertaken with kaumatua
- e. Supporting kaumatua to self manage health and wellbeing
- f. Educating and providing information to kaumatua on available services
- g. Transporting kaumatua within the community
- h. Links with existing MTA Kaumatua coordinator
- i. Administrative tasks/ file management system
- j. Monthly reporting
- k. Community links as and where required

### **KEY SKILLS**

- Be an effective communicator
- Experience and or knowledge in the social service sector
- Administrative skills
- Fair and honest
- Reporting skills
- Demonstrate the highest standard of integrity
- Adhere to MTA QMS Control Documents including the:
  - Administration Manual
  - Financial Policies and Procedures Manual
  - Health and Safety Policies and Procedures Manual
  - Human Resource Policies and Protocols Manual including Code of conduct

### **EXPECTATIONS OF EMPLOYEEES**

## 1. Corporate Citizen

All employees are expected to contribute to the development and maintenance of Muaüpoke Tribal Authority Inc. as an organisation. This means:

- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

## 2. The Employer and Employee Relationship

We have shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving the Organisations objectives

A performance agreement will be reached between a staff member and their manager containing specific expectations annually or other timeframe as appropriate.

## 3. Client and Stakeholder Commitment

All employees are responsible for striving to continuously improve service quality. This means:

- Taking the initiative to meet the needs of the client/stakeholder
- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

## 4. Māori Awareness

It is essential that all people have an understanding of Māori issues. This includes an awareness of traditional and contemporary Māori and Iwi structures, key Māori concepts, and an awareness of legislation, Treaty of Waitangi issues and policy affecting the key areas of work

Approved:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_