

SCHEDULE 3

Employment Agreement Schedule - Job Description Fixed Term- 12 months

Name:

Position:

Kaitoko Whanau Coordinator

Reports to:

Operations Manager/Chief Executive
Officer

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OVERALL OBJECTIVE:

The Kaitoko Whanau Coordinator is responsible to oversee MTA Kaitoko Whanau programme. The coordinator will engage with vulnerable Maori whanau in our community assessing the needs, provide guidance and support as well as assisting whanau to gain full access to government and community based support services to address their identified needs.

OBJECTIVES OF THE APPROACH:

1. Reduce social dislocation amongst targeted whanau
2. Increase access to and the coordination of the appropriate social assistance
3. Increase social cohesion in maori communities
4. Improve resilience and mobility in maori communities and
5. Improve access to education, employment, health services and housing opportunities

OVERALL RESPONSIBILITIES:

Main activities:

- a. To identify vulnerable whanau
- b. To develop whanau success plans
- c. Identify interventions
- d. Facilitate access to culturally safe supports
- e. Facilitate whanau to identify strengths and potential
- f. Support whanau to learn skills to manage or prevent crisis at times of risk
- g. Facilitate, broker and advocate with agencies on behalf of whanau
- h. Support whanau in "breaking the cycle" of at risk behaviors
- i. Support/ encourage whanau to change employment status, health status
- j. Administrative tasks/ file management system
- k. Monthly reporting
- l. Community links as and where required

KEY SKILLS

- Be an effective communicator/mentor/advocate
- Experience and qualifications to work with local whanau and tribal/maori communities
- Be connected to and understand the local dynamics of whanau and their tribal/Maori communities
- Knowledge of social services 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 EMPLOYEES

1. Corporate Citizen

All employees are expected to contribute to the development and maintenance of Muaūpoko 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 with 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 with 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: _____