



POSITION DESCRIPTION

POSITION:	Active Whānau – PTP Paopao Kaiawhina
NAME OF POSITION HOLDER:	To be decided
NORMAL HOURS:	16 hours per week
RESPONSIBLE TO:	Active Health Manager
UPDATED:	16 th July 2018

POSITION PURPOSE:

The PTP Paopao Kaiawhina's purpose is to awahi whānau with children who have been identified as overweight/obese by their B4SC nurse or health professional, as they journey toward achieving their health/wellness aspirations. The PTP Paopao Kaiawhina will assist whānau by helping them identify health/wellness goals, and develop/strengthen knowledge and skill around factors that drive wellness; age-appropriate physical activity, nourishing kai, quality sleep, controlled screen time and social/cultural connection. The Kaiawhina will also help create linkages into appropriate community/pre-school activities or groups that whānau may find helpful.

FUNCTIONAL RELATIONSHIPS:

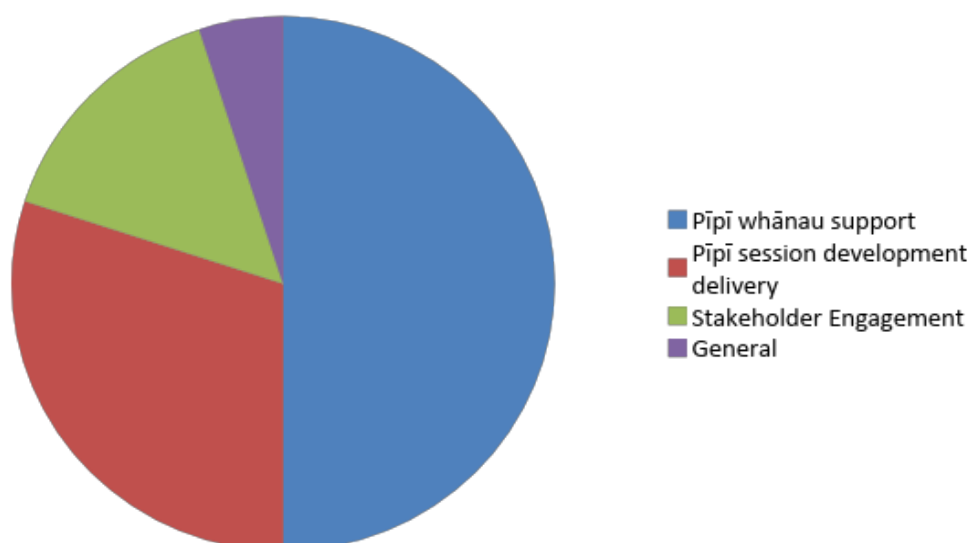
Internal:

- Board Chair, Board Members
- Chief Executive Officer
- Active Health Manager
- Active Health team
- All Sport Gisborne Tairāwhiti staff

External:

- Community stakeholders providing child health services; Tamariki Ora services, WellChild B4SC team, Family Start - Whānau Ora, Māmā & Pepi, Te Hiringa Matua.
- Primary Care Providers; GP's, Practice Nurses etc.
- Secondary Care Providers; Paediatricians, Dietitians etc.
- Community organisations; Ka Pai Kaiti, E Tu Elgin, Huringa Pai etc.
- Local pre-school activity providers
- Early Childhood Education providers, Kohanga Reo, Schools, Kura
- Other key stakeholders not listed above such as whānau, support workers

POSITION SCOPE



KEY OBJECTIVES

Pīpī Paopao whānau support

- Provide appropriate lifestyle support and follow-up to whānau referred onto Pīpī Paopao:
 - Receive referral and attempt to make contact within 7 days of receiving referral.
 - Follow Pīpī Paopao Process documents to effectively manage referrals.
 - Engage with whānau using a Whānau Ora approach:
 - Assist with the identification of meaningful health/wellness aspirations using Māori models when appropriate i.e. Te Whare Tapa Wha.
 - Co-design a health plan that incorporates empowering and achievable health/wellness goals.
 - Strengthen knowledge around the positive impact of regular physical activity, healthy kai, quality sleep, a smoke-free environment and limited screen time, on health/wellbeing.
 - Support whānau health literacy about healthy weight throughout the lifespan.
 - Awahi whānau to connect with services/groups/organisations that maybe helpful as they journey toward achieving their health/wellness aspirations.
 - Support self-management within whānau and extended whānau.
 - Provide whānau with regular follow up contact to offer support and encouragement as whānau work toward achieving health/wellness aspirations.
 - Build professional relationships with whānau; effectively communicate using appropriate “healthy conversation” techniques.
- Liaise with key personnel within the Sport Gisborne Tairāwhiti Youth team to identify effective pathways into and opportunities with, Early Childhood Education, Kohanga Reo, and schools.
- Facilitate engagement with suitable community links; programmes, activities, events, groups as/when deemed appropriate.
- Monitor progress and effectiveness of the Pīpī Paopao programme:
 - Evaluate effectiveness of support using the Sport Gisborne Tairāwhiti Pīpī Paopao Programme Evaluation questionnaire at 6 months, 9 months and when whānau are discharged from the service.
- Maintain up-to-date records that allow progress to be tracked.
- Audit files every 12 weeks.

PŪpŪ Paopao session development and delivery

- Develop PŪpŪ Paopao weekly session timetable:
 - Identify topics/workshops/sessions that whānau have acknowledged will contribute to health/wellness.
 - Develop weekly sessions that will strengthen whānau confidence in the areas that drive wellness; healthy kai, active play, sleep, social/cultural connection, limited screen time.
 - Identify and consult with key contributors.
 - Identify and secure all necessary venues/equipment/resources required.
 - Complete all necessary Health & Safety documentation.
- Deliver/facilitate weekly PŪpŪ Paopao sessions throughout each school term.
- Identify monthly workshop topics and facilitate development of workshops that will build confidence to manage whānau health plan and achieve health aspirations.

Stakeholder Engagement

- Establish strong working relationships with referrers and other health professionals.
- Create linkages with other services/organisations/groups who will assist whānau to build confidence to manage whānau health plan and achieve health aspirations.

General

- Attend and contribute to monthly Sport Gisborne Tairāwhiti Staff meetings and fortnightly Active Health meetings.
- Participate in regular catch-up meetings with other Sport Gisborne Tairāwhiti staff members and/or Active Health Manager when required.
- Undergo professional development training opportunities provided by Sport Gisborne Tairāwhiti or other agencies where necessary or appropriate.
- Liaise with appropriate personnel to ensure an inclusive approach is provided for all individuals with disabilities.
- Provide assistance at key Sport Gisborne Tairāwhiti events.
- Ensure all communications convey a strong and positive image of Sport Gisborne Tairāwhiti, and support its key messages.
- Be a community role model for leading an active and healthy lifestyle.
- Deliver/provide any other task as reasonably required by Sport Gisborne Tairāwhiti.

PERSONAL CHARACTERISTICS

- Competency in Te Reo and Tikanga, and has a passion for Te Ao Māori.
- Holds a current NZ Drivers Licence.
- Excellent communication skills.
- Ability to work independently.
- Conducts self with professionalism at all times.
- Personal qualities include; integrity, passion, empathy, dependability, adaptability.