

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	Pacific Health Community Coordinator		
	<b>DIRECTORATE</b>	Pacific Health Service	<b>DEPARTMENT</b>	Pacific Health Service
	<b>REPORTING TO (operationally)</b>	Pacific Health Manager	<b>REPORTING TO (professionally)</b>	N/A
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Pacific Health area of Te Whatu Ora, Te Matau a Māui Hawke's Bay responsible in Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke's Bay			
<b>PURPOSE OF THE POSITION</b>	<p>Work closely with the Pacific Community Health and Wellbeing Lead to develop, coordinate and evaluate the Pacific Community Health and Wellbeing Village Programme.</p> <p>Build strong relationships and engagement with the Pacific community in Hawke's Bay (e.g. churches, communities, groups etc)</p> <p>Work alongside Pacific churches and community-based settings to develop projects and initiatives that align with the Hawke's Bay Pacific Community Ola Manuia Framework (HBPCOM) Framework.</p> <p>Gather community feedback to inform future initiatives.</p> <p>Monitor programme outcomes against HBPCOM framework.</p>			
<b>KEY DELIVERABLES</b>	<p><b>Deliver health initiatives/programmes for the Pacific Community Health and Wellbeing Village Programme</b></p> <ul style="list-style-type: none"> <li>• Build, maintain and sustain relationships with Pacific community in Hawkes Bay</li> <li>• Develop a Pacific community database that is constantly updated</li> <li>• Build networks and work in partnership with other organisations, services and providers to support the Pacific Community Health and Wellbeing village programme.</li> <li>• Coordinate and support health and well-being outreach services in Pacific churches and community settings</li> <li>• Work closely with the Pacific health promoter and wider Pacific Health Team to support health promotion within targeted Pacific community settings</li> <li>• Gather Pacific feedback/data to inform future targeted initiatives</li> <li>• Monitor and track performance measures against the HBPCOM Framework</li> </ul> <p><b>Delivery of Pacific Health Messages</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains networks within health care services and other community organisations to assist in identifying issues and enlisting support for change</li> <li>• Establish ongoing local Pacific radio programmes for Cook Island, Samoa, Tonga languages and others</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Te Whatu Ora, Te Matau a Māui Hawke's Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>○ Not to do anything that puts your own H&amp;S at risk</li> <li>○ Not to do anything that puts others H&amp;S at risk</li> <li>○ To follow all health and safety policies and procedures</li> <li>○ To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>			
<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Pacific Health Service</li> <li>• Population Health Service</li> <li>• Māori Health Service</li> <li>• Community, Women and Child Service</li> <li>• Te Whatu Ora Te, Matau a Maui service and staff</li> </ul>		<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Pacific community champions</li> <li>• Pacific community settings/groups</li> <li>• National and regional Pacific NGOs</li> <li>• Government agencies</li> <li>• Other service providers – Royston, Bay Electives Services, Hastings Eye Clinic, Cranford Hospice</li> <li>• Primary and NGO sector</li> <li>• Regional/other Te Whati Ora services</li> <li>• Ministry of Health/National Health Board</li> <li>• Health Quality &amp; Safety Commission</li> </ul>	

<b>DELEGATION AND DECISION</b>	Works collaboratively with the Pacific Health team, health services and community champions to achieve the plan and problem-solve complex issues as they arise. Maintains relationships with community and health services.
<b>HOURS OF WORK</b>	80 hours per fortnight (1.0 FTE) fixed term to 30 June 2024
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the Allied Public Health & Technical Multi Employer Collective Agreement (MECA), outlined in the Salary Scale clause 5.3 according to qualification and experience pro rata for hours worked if part-time.
<b>DATE</b>	May 2023
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	None
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• Works under the direction of the Pacific Community Health and Wellbeing Lead</li> <li>• Effectively manage time and prioritise workload to ensure targeted programmes meet the diverse cultural and health needs of the Pacific community.</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

A qualification in health, adult education or a working knowledge of the Hawke's Bay Pacific Community.

### Experience

- Delivery of targeted Pacific community/church initiatives
- A working knowledge of health and Pacific community needs
- Basic Pacific language skills
- Knowledge and practice of Pacific peoples and their world views
- Sharing knowledge, best practice and understanding the context and impacts of styles of communication
- Empowering and supporting clients/patients
- Negotiation skills
- Interpreting policies and procedures into action

### Business / Technical Skills

- An understanding of the Hawke's Bay Pacific community
- Community development
- Demonstrates an understanding of implementing targeted community/church-based initiatives
- Full Drivers Licence
- Intermediate level computer skills

### Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Public speaking
- An ability to work with diverse cultures

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

### Effectively Engaging with Māori –

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role:

Able to physically and mentally manage the role.

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations and the understanding that Te Whatu Ora Hawke's Bay expects its employees to be fully vaccinated for COVID 19

## DESIRABLE CRITERIA

### Experience

- An understanding of the diversity within and across and within Pacific community groups
- Skills in delivering Pacific community initiatives
- Skills in project management and report writing
- Capability to assess systems and recommend improvements.

### Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Efficiency with Microsoft word and excel



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.