



**Job Title:** Māmā Pēpi, Chur Bro Kaiārahi  
**Hours:** 26 hours per week  
**Department:** Whānau Ora and Social Services  
**Reports to:** Kaiwhakahaere Whānau Ora, Rātonga Pāpori  
(Whānau Ora and Social Services Manager)

**Organisational expectations:**

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

- Advocacy and support for Māmā, Pēpi and Tāne with relation to the Māmā Pēpi and Chur Bro programmes
- Facilitation of healthy Māmā, Pēpi and Tāne practices including self-management programmes
- Transport Māmā and their Pēpi to appointments when required
- Facilitate the dissemination and distribution of information and resources relating to the health and wellbeing of Māmā, Pēpi and Tāne
- Connect Māmā, Pēpi and Tāne with resources, information, and relevant support networks
- Attend multi-agency hui for the health and wellbeing of Māma, Pēpi and Tāne, and their wider whānau
- Design and co-ordinate workshops and wānanga suited to Tāne of the Chur Bro programme, including engaging with guest speakers, making all arrangements including venue and resources, and recruiting participants within the approved budgets
- Promotion and direct referral to education programmes and clinicians as appropriate
- Develop accurate and robust reports and information management as required by the Whānau Ora and Social Services Manager and Team Lead
- Ensure all information is accurately entered into Ara Whānui as per standard and within timeframes
- Collaborate with wider TPOOM services, promote, and make referral to education programmes and clinicians as appropriate
- Undertake any other adhoc tasks as requested by the Whānau Ora and Social Services Manager and Team Lead.

**Competencies, abilities, and attributes:**

- Strong working knowledge of client management systems
- Strong time management and report writing skills
- Strong leadership and supervision skills
- Attention to detail, confidentiality, and professionalism
- Self-motivated and ability to prioritise work
- Ability to work under pressure and ensure deadlines are met
- Advanced level of literacy in office systems, including the Microsoft Office suite of products
- Relevant experience and knowledge of whānau development and growth strategies
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua
- Knowledge of Te Reo me ōna Tikanga Māori.