



Tohu Tohu Mahi (Position Description)

Position: **Kaiārahi Kaupapa Māori**

Reports to: **Rehabilitation Services Manager**

Location: Auckland Hamilton Wellington

Role of ABI

Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau to restore wellness to the maximum extent possible whilst setting standards of excellence in neuro-rehabilitation.

Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support client centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our clients and whānau. We are passionate about learning and sharing knowledge

- **Mana ōrite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaki - Aroha, respect and support**

We value the mana of clients, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals' spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).



Ngā Mātāpono:

- **Rangatiratanga**

We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.

- **Kaitiakitanga**

We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki for the kiritaki.

- **Manaakitanga**

Providing comfort, empathy and kindness in a way that encourages the mana of kiritaki and whānau.

- **Kotahitanga**

We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.

- **Whanaungatanga**

Acknowledging family and the importance of establishing and building relationship.

- **Wairuatanga**

We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.

- **Pūkengatanga**

We commit to best practice in the science of rehabilitation, partnerships with Mātauranga Māori expertise and value the skills and knowledge of our kiritaki and whānau.

Purpose of the Role

The purpose of the Kaiārahi Kaupapa Māori role is to support kiritaki and whānau to ensure their journey through ABI services is culturally safe, to embed Te Hekenga-ā-ora within ABI, and to support Kaimahi to become Kaiawhina.

The role also provides cultural leadership across the rehabilitation pathway, including pre-admission, admission, and discharge, ensuring cultural needs are identified, embedded into care planning, and reflected in measurable outcomes for kiritaki and whānau.

Organisational Competencies

Kiritaki Focus

Is dedicated to meeting the expectations and requirements of ABI; acts with clients and funders in mind; establishes and maintains effective relationships and gains trust and respect.



Integrity and Trust	Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent him/herself for personal gain.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
Key Relationships	
Internal <ul style="list-style-type: none"> • Kaiārahi Kaupapa Māori from other teams • Pou Whakahaere (Māori Development Manager) • Pou Oranga (Cultural Advisor) • Kaumatua • Rehabilitation team • Executive Leadership team 	External <ul style="list-style-type: none"> • Kiritaki and whānau • Mātauranga Māori Roopu • Kaupapa Māori Services • Health and Disability Services • Stakeholders
Knowledge, Experience and Skills required	
<ul style="list-style-type: none"> • Good knowledge of Mātauranga Māori including Tikanga and Kawa • Ability to kōrero and understand Te Reo Māori • Demonstrated teaching skills to support kaimahi to embed Te Hekenga-ā-ora in practice • Demonstrated ability to lead and apply ABIs Mātāpono in engagement kiritaki, whānau, kaimahi, and stakeholders • Demonstrated ability to work in Kotahitanga in an interdisciplinary team • Demonstrated leadership skills in health and/or rehabilitation settings experience would be an advantage • Experience in neurorehabilitation and working within health settings would be an advantage • Excellent administrative / computer skills • Current NZ Driver Licence • Social worker experience would be an advantage 	



Key Accountabilities	Deliverables
<p>Te Haerenga o te Kiritaki – Cultural Support Across the Rehabilitation Journey</p>	<p>Pre-Admission (Whakawhanaungatanga & Preparation)</p> <ul style="list-style-type: none"> • Engage with kiritaki and whānau prior to admission (kanohi ki te kanohi, phone, or virtual) to establish whakawhanaungatanga and trust • Support Brain Injury Nurse Specialists (BINS) with cultural insight during referral and pre-admission processes • Identify cultural needs, aspirations, and potential barriers to engagement • Support a smooth transition into ABI services by preparing whānau and ensuring they feel informed, safe, and welcomed <p>Admission & Rehabilitation (Whakawhanaungatanga & Active Support)</p> <ul style="list-style-type: none"> • Maintain strong relationships with kiritaki and whānau throughout their rehabilitation journey • Apply mātauranga Māori and appropriate models of care to support engagement, healing, and wellbeing • Actively contribute to rehabilitation planning, care plans, and case conferences to ensure cultural safety is embedded • Support kiritaki and whānau to participate in goal setting, ensuring their aspirations and values are reflected <p>Discharge & Transition (Whakawhiti & Whai Oranga)</p> <ul style="list-style-type: none"> • Support safe and culturally appropriate transition from ABI services into community, residential, or home environments • Facilitate connections with iwi, hapū, community groups, and kaupapa Māori services • Provide cultural support and advice post-discharge where appropriate • Ensure continuity of care by maintaining relationships and supporting ongoing wellbeing
<p>Whakamana Whānau</p>	<ul style="list-style-type: none"> • Engaging and supporting kiritaki and whānau is at the forefront of your mahi. • Deliver the Mauri Ora Assessment and support kaimahi with goal setting.



	<ul style="list-style-type: none"> • Deliver nga taonga tuku iho. Every Kairāhi Kaupapa Māori have their own special taonga whether it be waiata, kapahaka, kēmu, toi, rongoa, whitiwhiti kōrero etc. Embrace your taonga and share that with kiritaki. • Work in partnership with Key Workers and Social Workers from pre-admission to discharge specifically in relation to supporting the cultural needs of whānau.
<p>Enhance Te Tiriti o Waitangi in all services</p>	<ul style="list-style-type: none"> • Support the implementation of Te Hekenga-ā-ora and projects. • Embed Te Tiriti o Waitangi and te ao Māori practices within the service/office including whakamoemiti, karakia, waiata, and whakawhanaungatanga. • Identify areas for cultural growth within the service that require alignment with kawa. • Support and implement pathways into ngā taonga tuku iho • Contribute to the development, review, and enhancement of organisational policies and procedures to ensure alignment with tikanga Māori, Te Tiriti o Waitangi, and cultural safety best practice • Work in partnership with Pou Whakahaere and relevant leaders to embed Te Hekenga-ā-ora across systems, processes, and service delivery
<p>Kaimahi Ora</p>	<ul style="list-style-type: none"> • Work in kotahitanga with the interdisciplinary team to identify and support their cultural understanding and development. • Support kaimahi to embed kaupapa Māori practices in alignment with Te Hekenga-ā-ora • Identify and celebrate kaimahi who become kaiawhina who demonstrate their ability to implement ngā mātāpono and cultural understanding. • You are the subject matter expert of tikanga and Te Kuaha (introduction booklet to Te Ao Māori and tikanga). • Support kaimahi to develop their engagement skills with kiritaki and whānau Māori. • Attend case conferences and contribute cultural expertise to clinical discussions and decision-making • Provide guidance to kaimahi on culturally safe practice, including engagement, communication, and care planning • Support the integration of cultural perspectives into rehabilitation plans, discharge planning, and client goals



<p>Ngā Hua me te Aromatawai (Outcomes & Evaluation)</p>	<ul style="list-style-type: none"> • Capture and report on cultural, whānau, and wellbeing outcomes for kiritaki • Use both quantitative and qualitative measures (including whānau voice) to demonstrate impact • Contribute to service evaluation, reporting, and continuous improvement initiatives • Ensure documentation within the Client Management System reflects cultural engagement, interventions, and outcomes
<p>Iti Rearea – Organisational sustainability and growth</p>	<ul style="list-style-type: none"> • Build and maintain rangapu (relationships) with key stakeholders including iwi bodies, Kaupapa Māori Services, and other services to support the kiritaki and whānau journey. • Organise and lead events within your service that promote Te Ao Māori including Te Tiriti o Waitangi, Matariki, and te wiki o te reo Māori. • Embrace opportunities for professional development
<p>Continuous Quality Improvement</p> <p>ABI is committed to the concept of continuous quality improvement. All ABI services, teams and staff have responsibilities at both a professional level and a service level to understand and participate in CQI activities as an integral part of their position.</p>	<ul style="list-style-type: none"> • Identify opportunities for quality improvement projects • To actively participate, develop and implement identified quality initiatives that have been approved
<p>Communication</p> <p>ABI staff are bound by the provisions of the privacy Act and the Health and Disability Code, ABI policies and contractual provisions when they are communicating with clients, families/whānau, other members of the public and other health professionals.</p>	<ul style="list-style-type: none"> • Maintain effective interpersonal relationships with staff, clients, families-whānau and external stakeholders • Handle problems and complaints sensitively, following ABI policies and procedures
<p>Treaty of Waitangi</p> <p>ABI is committed to its obligations under the Treaty of Waitangi.</p>	<ul style="list-style-type: none"> • As an employee, you are required to give effect to the principles of the Treaty of Waitangi. • The principles that apply to our work are as follows:



	<p>Tino rangatiratanga: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.</p> <p>Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.</p> <p>Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</p> <p>Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</p> <p>Partnership: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.</p> <ul style="list-style-type: none"> • It is essential that ABI employees have an understanding of Māori issues. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Take all practical steps to ensure a safe workplace and environment • Observe, understand and comply with relevant legislation and regulations of the Health & Safety At Work Act (2015). • Attend training as directed in fire evacuation, manual handling • Hazard identification and reporting



Quality and Performance	<ul style="list-style-type: none">• Maintain professional and organisational quality standards.• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.• Continuously identify improvement opportunities to perform job in an effective manner.• Investigate opportunities to achieve goals in a more efficient way.• Performance is in alignment with HR quality standards, organisational requirements and professional standards.
Documentation	<p>The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following policies, procedures and documents:</p> <ul style="list-style-type: none">• ABI Mission, Vision, Values and Ngā Matapono• ABI Strategic Plan• Te Hekenga-ā-ora (ABIs Māori Development Plan)• ABI Quality and Risk management Plan• ABI Health and Safety Manual

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.

I have read and understand the above job description:

Name: _____

Signed: _____

Date: _____