



July 2025

Kia ora

Thank you for your registration of interest in the role of Kaiārahi with our Whānau Ora team in Porirua – FIXED TERM SIX MONTHS TO JUNE 30TH 2026.

This pack includes a job description and outlines the key tasks and expected outcomes of the position.

The pack also includes a Pre-employment Disclosure Statement (page 8), and a copy of Te Ara Wēteri / The Wesley Way (page 7). Te Ara Wēteri is our quality assurance practice framework which guides how all staff are expected to interact with each other and with those we work alongside. Please read this carefully to ensure there is alignment between your beliefs and Te Ara Wēteri / The Wesley Way.

To apply for this position please send us:

- a covering letter
- your CV
- the completed Pre-employment Disclosure Statement.

We look forward to receiving your application and please do not hesitate to contact us if you have any questions.

Please send your application to:

Isabel Macdonald

imacdonald@wesleyca.org.nz

PO Box 9932

Te Aro, Wellington 6141

04 8050875

Nga mihi

Andrea McKenzie
General Manager

POSITION DESCRIPTION

Kaiārahi Whānau Ora, Porirua – FIXED TERM SIX MONTHS

Whānau Ora is a whānau lead, Kaupapa Māori and Te Tiriti informed approach that works alongside whānau to enable and empower them to be in charge of their own well-being and future. Whānau are supported to identify the aspirations they have to improve their lives and build their capacity to achieve their goals. .

The Kaiārahi role guides the process supporting whānau to create their own whānau plans and supports them to navigate and identify possible resources to help bring it into effect. This will entail being aware of the impact of mamae, potential stressors and how to strengthen protective factors. As a holistic approach the mahi can span health, education, housing, employment, and income areas.

The person in this role will embody a whānau-led, and strengths-based approach. They will be skilled in building collaborative and constructive relationships internally within Wesley and across the range of organisations in the community.

Because Whānau Ora is whānau led, the mahi will look different in every whānau. For all whānau it is responsive to their priorities, skills, capabilities and tikanga. Support is provided at the times whānau most need it and is designed, as far as possible, to fit in with their routines and structures.

Responsible to:	General Manager
Important relationships:	<ul style="list-style-type: none"> • Whānau • Wesley Leadership team • Wesley kaimahi / Te Hiko • Iwi representatives • Other providers, community and health • Local & central government organisations • Other key stakeholders
Hours:	Minimum 40 paid hours per week and 30-minute unpaid lunch - 8.30am to 5pm, Monday to Friday.
Location:	6 Hagley Street, Porirua.
Salary:	As identified through Pay Equity Spine

Who will thrive in this role?

The person who will thrive in this role is someone who:

Is committed to the Whānau Ora ethos and Whānau-led

- Brings passion to a holistic approach to well-being aimed at achieving best outcomes for Māori.
- Honours Māori values and tikanga and incorporates those in mahi to enhance well-being.
- Believes that with the right support, and resources, positive change is always possible
- Is motivated to 'do what it takes' to support whānau to achieve their goals

Is relationship focused – forms connections with whānau with ease

- Is kind, compassionate, empathetic and non-judgemental
- builds effective and trusted relationships
- Is strength based and solution focussed
- Has the ability to identify barriers and gently challenge assumptions
- Can balance strengths and risks as part of safety planning

Values and has experience in sound practice

- Contributes to a supportive community by modelling mutual respect, transparency, consultation and by communicating clear expectations
- Confidently manages all professional interactions and communications to the highest standard
- Identifies and mitigates safety issues, including the safety of tamariki, whānau and kaimahi
- Is a reflective practitioner who is open to ideas and feedback
- Understands the power of mistakes – actively learning from them to do better in the future
- Is excited to apply Te Ara Weteri
- Has the ability to maintain professional boundaries and exercise self-care

Is clear thinking, and outcome-orientated

- Takes time to stand back and think about what is happening
- Sees the 'big picture' of where the organisation is going and contributes to strategic initiatives
- Gets on and proactively does the mahi knowing what success looks like

Is an effective worker and communicator

- Writes and speaks simply and clearly
- Is an active and attentive listener
- Has a sound grasp of IT systems and is opening to learning
- Is able to organise time and resources to maximise effect

Qualifications

- A relevant qualification and or relevant experience
- A current full and clean driver licence

Skills (required)

- Understanding of and commitment to Te Tiriti o Waitangi and bi-cultural issues
- Understanding of whanau, hapū and iwi with knowledge of local Ngāti Toa history

- Knowledge and understanding of Te Reo and Tikanga Māori
- A minimum beginner proficiency in Te Reo (greetings and salutations, karakia, pepeha)

Skills (desirable)

- The ability to clearly and concisely convey information and ideas in both oral and written communication
- Earns trust and respect from others through demonstrating a professional approach to work and maintaining confidentiality
- Builds rapport and develops strong and respectful relationships with whānau and other stakeholders

Key tasks and expected outcomes

Key Tasks	Expected Outcomes
PRACTICE	<ul style="list-style-type: none"> • Respectful relationships are formed with whānau • Whānau have plans that genuinely reflect their wishes and aspirations, 'nothing about whānau, without whānau' with awareness of short-term, medium- and long-term goals with whānau. • Progress is measured by PCOMS • Whānau know they can make mistakes and learn from them • Demonstrate a kaupapa Māori approach to work
INFLUENCE	<ul style="list-style-type: none"> • Models positive and professional interactions with whānau and peers. • whānau receive advice and support in key areas related to their goals and aspirations • effective lines of communication are established with other organisations and resource people.
ADMINISTRATION	<ul style="list-style-type: none"> • comprehensive and timely reporting • sound case notes are maintained. • compliance with the sound practice and legislative standards are maintained.
ADVOCACY	<ul style="list-style-type: none"> • whānau have knowledge of, and confidence is approaching the following services / resources: <ul style="list-style-type: none"> • financial and budgeting • tenancy and legal matters • health, addiction and mental health • education, training and employment • tikanga / iwi • sports / hobbies
SERVICE EXCELLENCE	<ul style="list-style-type: none"> • active participation in: <ul style="list-style-type: none"> • regular clinical supervision • staff meetings – team and Wēteri whanui • training and reflective practice sessions


	<ul style="list-style-type: none"> • links with Wesley / Te Hiko initiatives that align with whānau plans are actively formed and maintained (Good Cents, Kai coop etc). • Promotes the activities and approach of Wesley at key forums and events
CAPABILITY	<ul style="list-style-type: none"> • all reports are completed on time • relevant database is regularly maintained • whānau plans have plans that are regularly reviewed and updated • issues, complaints or incidents are promptly communicated to manager • all Health and Safety protocols are adhered to
TE TIRITI O WAITANGI	<ul style="list-style-type: none"> • the cultural and spiritual beliefs of whānau are respected and understood • Maintains a good working relationship Pou Tikanga • Te Ara Wēteri informs all their mahi • a sound appreciation of their cultural identity and power relationships in their mahi • maintains knowledge of Porirua and Ngati Toarangatira history • tikanga me te Reo Māori, te Ao Māori and mātauranga māori are woven throughout mahi.

Abilities and ideal person specification

1. Has a combination of life experience, work experience and/or qualifications related to this role.
2. Has outstanding rapport and relationship building skills.
3. Has high standards of character reliability and integrity.
4. Has excellent written and oral communication skills.
5. Has a good understanding of social services, health and education systems and other services available to support whānau in Porirua.
6. Has highly developed time management, organisational and computer skills.
7. Has a commitment to positive social changes that encompasses whānau-led practice, strength-based principals and a solution-focused approach.
8. Has a commitment to applying the principals of Te Tiriti o Waitangi.
9. Has the ability to negotiate and manage conflict and a comprehensive knowledge of the issues that impact on whānau, including health, addiction, relationships and social problems.
10. Understands the impact of trauma and the importance of mitigating / eliminating toxic stressors to improve outcomes for whānau.
11. Has the ability to self-manage, to work effectively under pressure and to meet deadlines
12. Has a sense of humour.
13. Has a current clean full driver's licence.
14. Can meet the requirements for Police and Oranga Tamariki checks.
15. Is energetic, has well-developed self-care strategies and is in good physical health.
16. Is confident in incorporating tikanga Māori, te reo Māori, te Ao Māori/cultural identity and matauranga Māori into everyday practice with whānau where appropriate.


How we work: Te Ara Wēteri / The Wesley Way

Te Ara Wēteri / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life



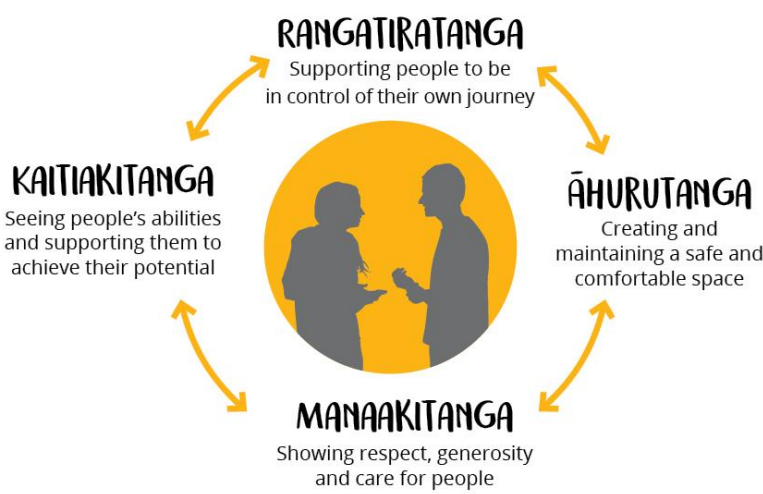
**Wesley
Community
Action**

community ■ compassion ■ change



TE ARA WĒTERI The Wesley Way

Te Ara Wēteri brings out the best in people.
The following principles guide all our engagements:



RANGATIRATANGA

Supporting people to be
in control of their own journey

ĀHURUTANGA

Creating and
maintaining a safe and
comfortable space

MANAAKITANGA

Showing respect, generosity
and care for people

KAITIAKITANGA

Seeing people's abilities
and supporting them to
achieve their potential

We give effect to these by:

Viewing whānau
as experts in their
own lives

Using Te Tiriti
o Waitangi as the
base for our mahi

Calling out
and challenging
injustice

Seeking and
using feedback
to guide our
relationships

Focusing more
on what's
working

Being as
courageous as the
whānau we work
alongside

Acknowledging
our power and
sharing this

Striving to be
our best by being
open to learning
and new whakaaro

KĀORE MĀ TE WAHA ENGARI MĀ TE RINGA Don't tell me, show me

PRE-EMPLOYMENT DISCLOSURE:

As part of our employment/volunteer process, we require you to answer to the fullest, the following questions.
This information is treated with the strictest of confidentiality.

FULL LEGAL NAME:	
PREFERRED NAME (email signatures/business cards):	
HAVE YOU PROVIDED REFEREE FROM YOUR LAST EMPLOYER AND EMPLOYERS IN RELATED FIELD TO THIS ROLE?	
RELEVANT QUALIFICATIONS PROVIDED:	

PREFERRED IDENTIFICATIONS:

1	Do you have a preferred pronoun that you would like on a work email signature?	She/Her, He/Him, Them/they or N/A, if you would like no pronoun
2	Do you identify with any iwi affiliation/s that you would like us to know about?	
3	Do you identify any Pasifika affiliation/s that you would like us to know about?	

CONVICTION/DISCIPLINARY ACTION DISCLOSURES:

4	Have you ever been convicted of a criminal or diving offense?	YES OR NO	If YES, please provide full details on other sheet attached.
5	Are there any criminal charges currently pending against you?	YES OR NO	If YES, please provide full details on other sheet attached.
6	Have you been the subject of any performance/employment/disciplinary process with any previous employer or been dismissed from any role?	YES OR NO	If YES, please provide full details on other sheet attached.
7	Have you been the subject of any censure or suspension to your professional practice/certifications of any type for any reason?	YES OR NO	If YES, please provide full details on other sheet attached.
8	Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)?	YES OR NO	If YES, please provide full details on other sheet attached.

MEDICAL/GENERAL WELLBING DISCLOSURES:

9	Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? If in doubt, please answer yes.	YES OR NO	If YES, please provide full details on other sheet attached.
10	Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally.	YES OR NO	If YES, please provide full details on other sheet attached.
11	Do you have any pre-existing medical/health or psychological conditions?	YES OR NO	If YES, please provide full details on other sheet attached.
12	Do any of the above conditions impact on your ability to fulfil your role in anyway?	YES OR NO	If YES, please provide appropriate medical clearance from your health professional confirming you as fit for the purpose of the role you are applying for.

WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. You are not obliged to disclose your vaccination status. However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.

13	Have you received your Covid vaccinations and are up to date with your booster shots?	YES OR NO	If NO, please provide details on another sheet attached.
	I would prefer not to disclose this information.		Please tick if appropriate.

DECLARATION

14	I am legally entitled to work/volunteer in Aotearoa New Zealand.	YES OR NO	If NO, please provide details on another sheet attached.
15	I give permission for my referees to be contacted.	YES OR NO	If NO, please provide details on another sheet attached.
16	I give permission for my medical records to be accessed if requested	YES OR NO	
17	I have a full and clear driver license I can produce for sighting.	YES OR NO	If NO, please provide details on another sheet attached.
18	The information given in this application is factual and truthful.	YES OR NO	If NO, please provide details on another sheet attached.

SIGNATURE:	
DATED:	

IMPORTANT – PLEASE NOTE: We rely on the accuracy of the information given to us. If it is later discovered that you have not fully disclosed all matters requested or have failed to disclose significant information, then Wesley Community Action is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow. V. Oct 2024

Additional information

