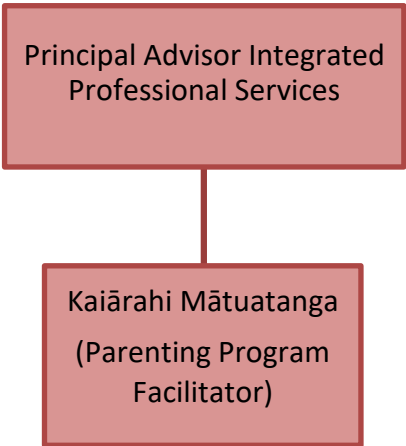


RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	Kaiārahi Mātutanga (Parenting Program Facilitator) Fixed Term 2 years
LOCATION	Putāruru
REPORTS TO	Principal Advisor Integrated Professional Services
PURPOSE OF POSITION	The Kaiārahi Mātutanga plays a vital role in supporting and strengthening whānau through developing and facilitating an evidence-based Tiwai Hauora Parenting Program and Resources. Grounded in Maturanga Māori and guided by the values of Tika, Pono, and Aroha, the Kaiārahi Mātutanga uplifts the mana of whānau by walking alongside them on their parenting journey, connecting them with culturally safe supports, and empowering positive outcomes for tamariki and mātua.
RCT VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social, and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
RCT VALUES	Tika – working with integrity. Pono – working toward the vision/genuine intent. Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS
Nil

RELATIONSHIPS	
Internal • Tāhuhu Rangapū • Tiwai Hauora Group Manager • Principal Advisor Integrated Professional Services • Putāruru Office Administrator • All Clinical and Team Leads • Kahu Taurima and Te Kei O Te Waka Services • Tiwai Hauora Staff • RCT staff • Kaumātua and Kuia • Raukawa Uri and Marae	External • Non-Government Organizations • Government Agencies • ECE, Kohanga Reo and Schools • Community Health and Social Services • Other relevant stakeholders

AUTHORITIES
As outlined in the RCT Organisation Delegation Policy

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Development and Facilitation of Parenting Programs	The Kaiārahi Mātutanga in collaboration with the Principal Advisor Integrated Professional Services will: - Develop a Tiwai Hauora Parenting Program and Resources. - Deliver a Tiwai Hauora Parenting Program that is evidence based and grounded in Mātauranga Māori. - Adapt facilitation to suit the cultural and developmental needs of each whānau. - Incorporate the Tiwai Hauora Practice Approach and Frameworks into program design and delivery.
Brokerage and Coordinating Complementary Services	The Kaiārahi Mātutanga when necessary, will: - Build and maintain effective relationships with external healthcare and social service providers, community organizations, and local government agencies. - Promote community-led, culturally grounded initiatives that support tamariki and mātua.
Whānau Engagement and Support	The Kaiārahi Mātutanga will: - Conduct respectful and safe whānau engagement, ensuring tikanga and manaakitanga are upheld - Support whānau to identify their strengths, aspirations

	and support needs. - Actively gather and integrate whānau voice to inform continuous improvement, strengthen practice, and contribute to the co-design of services that reflect whānau aspirations and needs. - When necessary, provide referrals and wraparound support in collaboration with other Tiwai Hauora staff, services and external agencies.
Kahu Taurima and Te Kei O Te Waka Service Co-ordination	The Kaiārahi Mātutanga will: - Act as a connector between whānau and Tiwai Hauora services that contribute to parenting and early childhood wellbeing. - Support the coordination of whānau accessing Kahu Taurima and Te Kei O Te Waka Services. - Collaborate closely with Social Workers, Therapists, Well Child Tamariki Ora Nurses and Kaiārahi to deliver a holistic, integrated approach for whānau.
Supporting integration across Tiwai Hauora	The Kaiārahi Mātutanga will: - Work with the Integrated Professional Services team to develop systems and strategies to support integration of Tiwai Hauora Service delivery. - Build and maintain effective partnerships with internal Tiwai Hauora teams. - Support the implementation of integration strategies that align with organizational goals.
Program Planning, Administration and Reporting	The Kaiārahi Mātutanga will: - Work with the Putāruru Office Administrator to assist in the planning, scheduling and promotion of parenting and whānau-focused programs. - Maintain accurate records, including attendance, evaluations, and outcome tracking. - Contribute to the achievement of outcomes by service reporting and continuous improvement of processes.
Health & Safety	The Kaiārahi Mātutanga will: - Comply with Raukawa Charitable Trust Health & Safety policies, procedures, and systems. - Always work safely and encourage others to do the same. - Report hazards and accidents in a timely manner. - Take the initiative to fix or minimize hazards where appropriate. - Promote a positive Health & Safety culture in the workplace.

Team Support	- Attend monthly RCT staff hui and other team hui. - Actively contributes to the development of Integrated Professional Services. - Support and empower team members and celebrate team success to create and foster a harmonious team culture.
Training	- Participate in Health & Safety related training. - Take the initiative to identify training and development opportunities for oneself.
Additional Tasks	- Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training, and experience of the incumbent. - In the event of pandemic responses being initiated throughout the organization, carrying out other duties requested relate to the pandemic response, but which may not be related to this position.

POSITION REQUIREMENTS

Qualifications and Experience:

- Relevant qualification in Social Work, Health, Education, or a related field.
- Experience designing and developing parenting programs.
- Experience delivering parenting or whānau education and support programs.
- Proven ability to build respectful, trust-based relationships with whānau.
- Knowledge of services and supports available to whānau in the community.
- Knowledge of Māori models of practice (e.g. Te Whare Tapa Wha) and issues effecting Māori and Pacifica health and wellbeing.
- Experience in the use of Mātauranga and tikanga Māori in designing programmes.

Desirable:

- Accreditation in evidence-based parenting programmes (e.g., Circle of Security, Tupuna Parenting).
- Experience working with Kaupapa Māori or Iwi-based organisations.

Skills and Abilities:

- Skilled in group facilitation and whānau engagement.
- Excellent relational skills.
- Demonstrate ability to build and maintain effective relationship skills with colleagues and other professionals.
- Demonstrate an ability to work in an evolving environment as we work towards Integrated Service Models and Outcomes, being adaptable and open to change.
- Ensure record keeping and report writing is at a high level.
- Ability to work and thrive in a team environment.

The successful applicant will also:

- Have a willingness to learn basic Te Reo Māori Ona Tikanga Raukawa

- Respect, value and work in partnership with stakeholders in a manner consistent with the Tiriti O Waitangi.
- Familiar with and demonstrated adherence to health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license.

JOB DESCRIPTION CREATED / UPDATED

Date: September 2025

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

_____/_____/_____
(Date)

Employee:

(Signature)

_____/_____/_____
(Date)