

Job Description

Equity Kaitātaki

GOAL

To be a vibrant, learning and sustainable organisation that delivers excellence in specialist palliative care for the people of Whanganui

This job description outlines the key duties and responsibilities that form part of the employee's role at Hospice Whanganui. The job description is written for the position as at May 2, 2025 and is subject to amendment from time-to-time.

Position title:	Equity Kaitātaki
Primary place of work:	Hospice Whanganui
Position status:	Permanent
Hours of work:	0.4 FTE (16 hrs per week)
Reports to:	Director of Integrated Services

Purpose of position
<p>Hospice Whanganui provides specialist palliative care to around 350 patients and their whānau in our community every year. Most of our services are provided in the community and in patients' own homes. We have a five-bed unit that is available if patients need and wish to be admitted for a short period. Our Kaupapa is one of holistic and equitable care for whānau, based on Te Whare Tapa Whā (The four pillars of the house).</p> <p>This role will lead cultural development of the organisation, developing opportunities to increase cultural competencies and actively working to reduce inequities of our most vulnerable communities. This will have a specific focus on rural and Māori communities across the rohe and building partnerships with iwi and other stakeholders to understand barriers and address them.</p> <p>This role will be charged with coordinating the implementation of our Equity Action Plans, including those for Māori, Pasifika, the Rainbow community, rural and other marginalized communities. It will also build connections with other groups such as the Hospice NZ Roopu Taki Māori.</p>

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Functional Relationships
<p><u>Internal:</u></p> <p>CEO and HW Management Team Integrated Services Director Hospice Interdisciplinary Teams Fundraising, Marketing and Promotions Manager Volunteer coordinator and network</p>
<p><u>External:</u></p> <p>Māori Health & Social Services Te Whatu Ora and PHO Teams Iwi and Hapu representatives Primary Care and rural providers (practice and community based) Government agencies - MSD, Oranga Tamariki, Police, etc. Community organisations, such as Cancer Society, Age Concern, Peoples Centre etc Faith and Spiritual Communities Hospices throughout New Zealand Funeral Directors</p>

Summary of Key Duties	
1. Reduce inequities for our most vulnerable communities	2. Build cultural competency in HW teams
3. Te Tiriti O Waitangi	4. Health and Safety
5. Other Duties	6. Person Specifications

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Responsibilities	Key Performance Indicator (Job holder is successful when)
<p>Reduce inequities for our most vulnerable communities</p>	<p>Identifying Gaps and Disadvantages:</p> <ul style="list-style-type: none"> Assess and identify gaps in service provision, resources, and access for vulnerable communities and patients at Hospice Whanganui, with a specific focus on Māori, rural and other disadvantaged groups. Recognise and understand the systemic challenges contributing to inequities in palliative care and work actively to mitigate these barriers. Develop and implement strategies to address these challenges and ensure equitable access to quality care for all patients, especially those from marginalized communities. <p>Advocacy and Voice for Hospice Whanganui:</p> <ul style="list-style-type: none"> Act as an advocate for Hospice Whanganui, representing its mission, values, and commitment to reducing inequities in palliative care. Be a proactive voice within local, regional, and national forums to highlight the disparities faced by Hospice Whanganui and its patients. Build and nurture positive relationships and partnerships with key stakeholders, including government agencies, healthcare providers, and community groups, to strengthen Hospice Whanganui's impact and presence. Raise awareness of the specific needs and challenges faced by vulnerable populations, such as Māori, rural communities, and other disadvantaged groups, in accessing quality palliative care services. <p>Collaboration and Solution Development:</p> <ul style="list-style-type: none"> Work closely with Hospice Whanganui's management and senior leadership team (SLT) to co-develop and implement solutions that aim to improve care outcomes for whānau, hapū, iwi, and the wider community as guided by our Action Plans. Focus on addressing both the immediate and long-term needs of disadvantaged communities, particularly in rural and remote areas, ensuring cultural safety and appropriateness in all care offerings. Actively contribute to strategic planning and initiatives aimed at reducing health disparities and improving the overall experience of palliative care patients and their families. Facilitate the co-design of community-driven approaches that engage local iwi, hapū, and whānau to ensure care is aligned with cultural values and practices.

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Responsibilities	Key Performance Indicator (Job holder is successful when)
<p>Build cultural competency in HW teams</p>	<p>Identifying Gaps and Opportunities</p> <ul style="list-style-type: none"> Identify gaps and opportunities for HW teams to develop and grow their capability and confidence to understand and engage in a culturally-relevant manner with our patients, whānau and other stakeholders. <p>Build HW cultural awareness and understanding:</p> <ul style="list-style-type: none"> Work with SLT to build a solid plan for cultural training and development in our staff, Board and volunteers. This should include foundational training on Te Tiriti o Waitangi and the context that this provides for our own service. Ensure all our staff engage proactively in mandatory training such as Hāpai te Hoe and He Waka Hauora. Coordinate our internal roopu Hāpai Tikanga to identify priorities under our Action Plans and how to implement these. Build capability and confidence in our teams on how to engage with our patients and whānau in a culturally appropriate, relevant and safe manner so that all of our whānau feel supported and understood. Support our organisations' processes for orientation of new staff and welcoming our manuhiri including pōwhiri and mihi whakatau. Help to grow the bi-cultural and bilingual approach to our mahi to ensure our service and information about our service are fully accessible to Māori. Support our frontline teams with any specific cultural questions or support that they may need to provide appropriate care to whānau. Coordinate Whakatau/Mihimihi, Pōwhiri, Poroaki, Poroporoaki (where appropriate) for the organisation including planning for and ensuring appropriate tikanga protocols are followed by all (staff and manuhiri of Hospice Whanganui). Liaise with other Cultural Community Leaders/Groups to ensure Hospice Whanganui becomes part of and contributes to positive outcomes for all cultures within our rohe.

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1. Te Tiriti o Waitangi

Responsibilities	Key Deliverables
Commitment to Te Tiriti o Waitangi	<ul style="list-style-type: none"> You can demonstrate a strong understanding of the Te Tiriti o Waitangi, its principles, and its impact on our local community. You integrate the principles of the Te Tiriti o Waitangi into all practices and procedures where possible.

2. Health and safety

Duties	Key Deliverables
Comply with all safe work procedures, policies and instructions.	<ul style="list-style-type: none"> Completes Hospice Whanganui mandatory training. Takes personal responsibility for maintaining a safe environment for self, colleagues and the patient / whānau.
Report all incidents, hazards, near misses and injuries in a timely manner.	<ul style="list-style-type: none"> Timely, full, and accurate notification and completion of accident, incident and hazard forms and processes, if and when required. Active participation in debriefing and reflective practice sessions with the wider team, to mitigate future risk.

3. Other duties

Responsibilities	Key Deliverables
Other duties are performed as agreed with Manager	<ul style="list-style-type: none"> Other duties that fall outside of this Job Description and are reasonably requested by the Manager are performed to expectations.

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Person Specifications

The following are the requirements the individual must have to successfully perform the requirements of this job:

Person Requirements	<ul style="list-style-type: none"> • A minimum of three years' experience in health or social services, equity, Whānau Ora, or similar. • A good understanding of and commitment to Te Tiriti o Waitangi, tikanga Māori and addressing barriers to equity in healthcare. • Strong understanding of Mauri Ora, te ao Māori and Te Whare Tapa Whā. • Must have a good understanding of te reo me ona tikanga and cultural accountabilities • Ability to understand or converse in Te reo (basic) and an understanding of tikanga Māori • Connections to whānau, hapū and iwi within the Whanganui rohe • Approachable and willing to always engage positively with colleagues and to provide support / education where needed. • Good computer skills or ability to improve skills where needed. • An interest in palliative care and willingness to continue to learn and gain qualifications, where necessary. • Experience in developing / providing cultural education and resources to patients, whānau and colleagues is desirable, to empower and improve health and social literacy for our communities. • Current drivers' license is essential, as a large component of this role involves visiting patients and whānau in the community, including rural areas. • A good knowledge of services and supports available within the Whanganui rohe and how these may be accessed. • A strong commitment to the Hospice Philosophy and Values.
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