

Te Whakatūranga ō Mahi | Position Description

Kaikōkiri - Champion of Wellness

Title	Kaikōkiri – Registered Nurse (“Immunising Our Tamariki Roadshow”)		
Reports to	Kaitātaki – Project Manager (“Immunising Our Tamariki Roadshow”)		
Team	Immunising Our Tamariki		
Direct Reports	NIL	Total FTE	0.8

Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1995 at a hui at Papawai Marae, Greytown. Ngāti Moe hapu, led by Dr Janice Wenn and Kim Workman, structured a proposal for a ‘by Māori for Māori’ community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit – we also work with whānau in Eketahuna.

Our services also include a Very Low Cost Access Medical Centre for Masterton residents.

VISION

Whānau Wairarapa / he pepe ora
Whānau Wairarapa – healthy futures

MISSION

He rarapa i nga ahuatanga e u ai te ha o te ora / Fostering innovation to achieve wellness.

Tēnei tūranga | About the role

To provide a high standard of immunisation delivery supporting the Outreach Immunisation Service Specifications, Te Whatu Ora requirements, and Whaiora kaupapa Māori practice.

This role enables tamariki and whānau across Wairarapa, especially those facing access barriers, to receive safe, culturally grounded immunisation services through the Our Tamariki Roadshow mobile service.

Includes some evening and weekend outreach mahi.

This position involves some fortnightly late-night and weekend mahi to ensure accessibility and flexibility for whānau.

Essential Functions

Facilitate access to the Outreach Immunisation service and Our Tamariki Roadshow for whānau and tamariki.

Administer vaccinations in the mobile unit and community settings, ensuring tangata are welcomed, informed, and comfortable.

Help create an environment that promotes wairuatanga, whanaungatanga, and connection within every interaction.

Support safe vaccination delivery in accordance with clinical lead guidelines and Whaiora procedures. Collaborate with general practice teams, Tu Ora, and Te Whatu Ora partners to identify and follow up with tamariki who are overdue for immunisation.

Accurately record outreach data, client engagement, and immunisation outcomes in Whaiora's systems.

Engage with Early Childhood Centres, Kōhanga Reo, and community events to promote immunisation awareness and access.

Key Responsibilities

Clinical Practice

- Deliver safe, evidence-based immunisation in mobile and community settings such as marae, homes, ECCs, and roadshow sites.
- Review immunisation data, identify overdue tamariki, and proactively engage whānau.
- Provide whānau-centred kōrero supporting informed consent.
- Use cold chain, infection control, and vaccination safety protocols.
- Raise clinical issues promptly with the Clinical Lead.

Patient & Whānau Safety

- Maintain safe equipment, disposal, sterilisation.
- Follow standard precautions and report incidents/near misses.
- Maintain professional safety and wellbeing.
- Support safe vaccination delivery in varying outreach environments.

Collaboration & Relationships

- Work cohesively with Immunising Our Tamariki Roadshow, clinical teams, and wider Whaiora staff.
- Build strong relationships with whānau, hapū, iwi, ECCs, kōhanga reo, schools.
- Partner with Māori providers using kaupapa Māori practice.

Quality & Continuous Improvement

- Maintain anaphylaxis training and competence.
- Participate in ongoing professional development in immunisation, hauora, and cultural competency.
- Engage in reflective practice and supervision as required.
- Maintain accurate documentation.
- Contribute to team reviews, audits, and service evaluations.

Key Result Area	Expected Outcomes / Performance Indicators (All Whaiora Kaimahi)
An Accountable System	<ul style="list-style-type: none"> • Champion connections with whānau, hapū and iwi Māori to promote whānau voice and improve whānau service experiences and outcomes • Promote development of a culturally safe workforce supporting others to better understand their own cultural perspectives to advance the work of the organisation across a range of social contexts • Demonstrate life-long learning in cultural safety, holding themselves accountable for providing culturally safe leadership, service design and delivery • Ensure the unique needs of priority populations including tāngata whaikaha are understood and kept at the forefront of service delivery
Collective Impact	<ul style="list-style-type: none"> • Support the pursuit of Māori health gain and achieving equitable health outcomes for Māori including tāngata whaikaha through the application of hauora models • Support the dismantling of policies, procedures and practices that cause inequity
Health and Safety	<ul style="list-style-type: none"> • Take responsibility for meeting Whaiora obligations under the Health and Safety at Work Act 2015 by: • Observing Whaiora H and S procedures • Participating in health and safety initiatives and training • Providing suggestions for improvement of health and safety • Reporting all accidents/incidents, near misses and symptoms of discomfort • Identifying and reporting workplace hazards
Indigenous Health System	<ul style="list-style-type: none"> • Influence the application of mātauranga Māori, te reo and tikanga Māori in compelling and constructive ways of aligned with organisational vision • Promote wairuatanga as determinant of your own wellbeing and that of your team • Knowledge and application of kaupapa Māori methodologies and frameworks as it pertains to the role
Risk Management	<ul style="list-style-type: none"> • Identify any people related, reputational and/or organisational risks and take action to minimise their impact • Effectively manage and escalate risks with proposed appropriate mitigation where necessary
Sustainable and Equitable Resourcing	<ul style="list-style-type: none"> • Support the secure use of digital tools that foster organisational effectiveness • Maintain positive working relationships with colleagues within public and private sectors, related industry and community interest groups and the wider local, regional, national communities as required for the role
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way

	<ul style="list-style-type: none"> • Provide leadership to colleagues, supporting them to understand the organisation's Te Tiriti stance, and its application to their work in the workplace
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Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> • Kaitātaki – Project Manager • Whaiora Medical Centre • Whaiora Community Services 	<ul style="list-style-type: none"> • Whānau / Hapū / Iwi / Marae / Kohanga • Schools/Kura Wairarapa Medical Centres • Tu Ora Compass Health • Te Whatu Ora • NGO's

Ngā Āhuatanga | About you

You will have	Essential <ul style="list-style-type: none"> • Registered Nurse with APC • Independent Vaccinator Certificate – Whole of life • CPR/ALS training • Evidence of CPD • Strong communication and digital literacy • Experience in primary/community care (preferred) • Knowledge of Māori health models (preferred) • Maintain anaphylaxis training and competency • Smokefree / Vapefree
You will be able to	Skills <ul style="list-style-type: none"> • Active listening • Ability to elicit and interpret information • Ability to communicate information clearly and effectively • Emotional dexterity (ability to manage complex emotional situations, deescalate where required and support clients to process and navigate emotional challenges) • Empathy • Strong knowledge of different cultures • Knowledge of Te Ao Māori frameworks and methodologies • Relationship building • Competent user of computers – expert in Microsoft Office 365. • High level of integrity and professionalism • Ability to maintain confidentiality and discretion • Strong organisational ability to optimise and prioritise • Excellent self-management skills, including working effectively without direct supervision, managing and organising fluctuating workloads. • A team player and considers the views of others

Other Duties	<ul style="list-style-type: none"> • Travel across Wairarapa for mobile outreach. • Assist with setup/pack-down of roadshow sites. • Support promotion of outreach events. • Perform any other reasonable tasks supporting service delivery.
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PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.

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Employee Name	Signature	Date

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Employer Name	Signature	Date