



**Job Title:** Homebase Co-ordinator / Kaiarahi Tauawhi Kāinga (1.0 FTE)  
**Department:** Home Base & ACC  
**Reports to:** Manager, Home Base & ACC

**Organisational expectations:**

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

- Engage, support, educate and empower tāngata mate wareware and their whānau to understand their aspirations and long term goals
- Co-ordinate and schedule client care as identified in their support plan; ensuring that the clients' needs are sensitively reviewed and respected.
- Responsible for liaising with clients and their whanau and at times develop and implement a written individualised care plan.
- Ensure that all supports are provided according to all relevant policies and procedures.
- Client support is provided within the required contracted timeframes.
- Accurate client and support worker records are kept and maintained in the client management system.
- Deliver a service that respects the cultural beliefs of all clients.
- Able to work autonomously with minimal supervision.
- Become a competent user in the client management system, Carecall; with minimal errors.
- Participate and promote Dementia awareness at Te Puna Ora o Mataatua/Community events.
- Responsible for the recruitment of appropriate skilled support workers
- Monitor and report Health & Safety concerns for clients and support workers.
- Collaborate and provide access to external networks and internal services across the organisation
- Support the management of workplace injuries for support workers.
- Manage fortnightly payroll processing of timesheets for support workers.
- Manage support worker needs and requirements within the service scope of practice.
- Ensure Support Workers are provided with training opportunities
- Participate in all training requirements.
- Provide clients with their in-house care as per referral if/when Support Workers are unavailable

**Competencies, abilities and attributes:**

- Strong analytical, data-entry, and time management skills
- Attention to detail, confidentiality and professionalism.
- Medium to advanced level of literacy in office systems

- Ability to manage conflict effectively.
- Attention to detail, confidentiality and professionalism.
- Experience working within the Home and Community Health sector.
- Ability to work under pressure and ensure deadlines are met.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua.
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
- Knowledge of Te Reo me ōna Tikanga Māori.