

## POSITION DESCRIPTION:

### Te Reo Role: Kaituitui Reo Māori

About ADL	
<b>Vision</b> - the ambitious future state we are working towards	Empowering young people to live connected and meaningful lives.
<b>Treaty Commitment</b> - how we express our commitment as a Treaty partner	ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.
<b>Mission</b> - how we work to realise our Vision and Treaty Commitment, our unique contribution	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
<b>Purpose</b> - the reason we exist, the measurable difference we want to see realised in young people's lives	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> <li>1. Increase their psychological wellbeing</li> <li>2. Ensure they have more resources to live a resilient, meaningful life</li> <li>3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery.</li> <li>4. Resource their whānau to support them to respond to life events with resiliency.</li> </ol> <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> <li>5. Resource communities to support their young people to respond to life events with resiliency.</li> <li>6. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change.</li> </ol>
<b>Our Kaupapa</b> - our values, how we go about all that we do, what is important to us	<p style="text-align: center;"><i><b>Tika and Excellence</b></i> "Doing what's right, and just, and doing it well"</p> <p style="text-align: center;"><i><b>Mauri and Dignity Enhancing</b></i> "Actively holding hope and vision for the future, everyone is valued and valuable"</p> <p style="text-align: center;"><i><b>Kia tina and Adventure</b></i> "Having big dreams and going for them"</p> <p style="text-align: center;"><i><b>Kotahitanga and Relationship</b></i> "Journeying together, doing it with heart"</p>

## Position Purpose

This role has a focus on the continuous improvement of the ADL staff team to competently deliver services to Rangatahi Māori and Whānau Māori, by supporting ADL staff in the use of youth appropriate te reo Māori. The role supports ADL to build the capacity and competency to deliver kaupapa Māori services. The role will contribute to ADL's ongoing efforts to support Rangatahi Māori to deepen their connection to their Māori culture, whakapapa, and pepeha.

**Reports to:** Kaiwhakahaere Māori

**Direct Reports:** N/A

## Position Responsibilities

<p><b>Whakamana – te reo māori</b></p>	<ul style="list-style-type: none"> <li>• Support te reo me ona tikanga (cultural practice of the language) in and for ADL</li> <li>• Support development of our staff's:             <ul style="list-style-type: none"> <li>○ Use of te reo in relation to service delivery to Māori.</li> <li>○ Comprehension of te reo in relation to service delivery</li> <li>○ Support te reo development for specific activities when designated</li> <li>○ Progression through the Takarangi Competencies especially:                 <ul style="list-style-type: none"> <li>▪ Tātai –appropriate use of te reo Māori in documentation</li> <li>▪ Te reo Māori competency growth of staff and the organisation</li> </ul> </li> </ul> </li> <li>• Provide te reo language learning tips in He Karere, ADL fortnightly internal newsletter</li> <li>• Support staff in their use of ADL's top 100 kupu</li> <li>• Support the teaching of waiata</li> <li>• Support the Kaiwhakahaere Māori Coordinate ADL activities (Staff and clients) for Te Wiki o te reo and Mahuru Māori (September).</li> <li>• Support ADL's involvement in Māori community event/projects</li> <li>• Support ADL in Tikanga processes (e.g. powhiri, etc.)</li> <li>• Support development of bicultural collateral and documentation, including websites, and other communications</li> <li>• Develop, gather, curate, and organise resources that support ADL staff use of te reo.</li> </ul>
<p><b>Tautoko te Kaiwhakahaere</b></p>	<ul style="list-style-type: none"> <li>• To support the Kaiwhakahaere, CE &amp; Board to implement and give life to te reo Māori component of He Ara Ki Te Pae Ora.</li> <li>• To support the Kaiwhakahaere in the provision of te reo Māori to the Chief Executive (CE) and the other Leadership members when required.</li> <li>• To support ADL to promote ourselves as a career path for Māori.</li> </ul>



## KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>- Te Ahika the Māori caucus</li> <li>- ADL Teams, Service Leaders, and ELT</li> <li>- Other employees of ADL</li> </ul>	<ul style="list-style-type: none"> <li>- Te reo Māori language providers</li> </ul>

## PERSON SPECIFICATION

Requirement	Essential	Desirable
Education	Bachelors degree in te reo or equivalent capability	Teaching experience and or qualification
Knowledge and Experience	Functional fluency	Mōhiotanga o te Ao tawhito. Māmā te korero-a-kawa, whānui te mōhiotanga o ngā pūrakau, ngā kīwaha me ngā whakataukī
The way we work (expected behaviours)	<p><b>Stewardship of resources</b> We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.</p> <p><b>The wellbeing of ourselves and others</b> We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p><b>Diversity, discrimination and stigmatisation</b> We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.</p> <p><b>Integrity</b> We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.</p> <p><b>Connection, relationship and trust</b> We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld.</p>	



## Health & Safety

ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:

- Ensuring their own Health and Safety and that of others around them
- Being actively involved in the management of hazards and risks their position might be exposed to
- Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest
- Providing suggestions and solutions for the improvement of Health and Safety practices at ADL.

