



TE RAU ORA

Strengthening Māori Health and Well-Being

Hoe Rua Work-Based Placement Programme 2020

Host Information Booklet and Application Form

INTRODUCTION

Addiction-related harm from alcohol, other drug use and gambling in our society, impacts on individuals, whānau and the community. The effects are experienced across a number of systems including health (physical, mental health and spiritual), education, criminal offending, employment and relationships. Coexisting conditions is the norm rather than the exception.

To grow a 'fit-for-purpose' workforce Health Workforce New Zealand funds Te Rau Ora to provide opportunities for scholarships and work-based placements for those wanting to contribute to whānau ora by minimising addiction-related harm – the *Topatopahia te rere o te Waka* programme. This programme speaks to the vision of a collective and collaborative effort to achieve a common goal. The programme has two components, Hoe Tahī (scholarships) and Hoe Rua (work-based placements).

This information booklet outlines the Hoe Rua Programme and invites Registrations of Interest from addiction treatment providers to host a work-based placement.

WHAT IS HOE RUA?

Work-based placements allow one to experience 'work' and the opportunity to gain and apply knowledge, skills, and feelings in a relevant setting. Exposed to authentic work practices work-based placements can be an important means of developing work readiness and or achieving personal or professional development goals.

Work based-placements contribute to growing the capability and capacity of a workforce. Introducing new workers into the workforce via work-based work experience increases capacity. The Hoe Rua programme increases capacity within the addiction treatment system in that the work-based placements are particularly for people who are seeking experience, training and employment within the addiction system.

The Hoe Rua programme offers work-based placement opportunities for up to twelve months with an approved host organisation. Te Rau Ora is seeking registrations of interest from providers in the addiction treatment system that are able to employ (fixed-term) a new recruit on a work-based placement.

Te Rau Ora will provide host organisations with placement awards to support with:

- Salary for the period of the work-based placement, and
- Training and development costs.

HOW DOES IT WORK?

Te Rau Ora are currently seeking applications from providers in the addiction treatment system that are able to employ (fixed-term) a new recruit on a work-based placement.

The host applicants will be assessed for suitability for the Hoe Rua programme. If suitable, Te Rau Ora will work alongside the host to find or confirm a suitable applicant for the placement, develop a customised on-the-job training and learning programme, as well as confirming the support for the work-based placement itself (including monthly contact meetings).

WHO CAN BE A HOST ORGANISATION?

All Hoe Rua Host applications will be considered. Host organisations must be providers of addiction treatment and might include District Health Board or Non-Government Organisation services, residential or day programmes or any other community based service working to minimise addiction-related harm.

Potential host organisations will need to show they have the ability to provide a safe and constructive learning environment, have the ability to administer any placement and must be willing to engage with Te Rau Ora in an on-going monitoring process during the course of the work-based placement.

WHAT IS EXPECTED OF HOST ORGANISATIONS?

Host organisations will be required to:

- Establish and provide a trainee job description,
- Be able to employ the new recruit for 3-12 months (including appropriate liability provisions for fixed-term staff),
- Develop and provide a training and learning programme (collaboratively with Te Rau Ora and the new recruit),
- Provide an orientation plan for the new recruit into the organisation,
- Provide a mentor or lead worker to be a key contact person for the work-base placement,
- Demonstrate commitment to support the new recruit to meet their learning objectives,
- Ensure appropriate access to tāngata whai ora and whānau,
- Arrange regular clinical and cultural supervision,
- Submit a budget for how the placement award will be utilised for approval by Te Rau Ora,
- Provide regular progress reports and final report to Te Rau Ora,
- Provide a reference letter at the end of the term of employment.

Supervision must include:

- A supervisor who has the ability and right skill set to support and enhance the new recruit to reach their learning outcomes,
- A signed arrangement,
- Regular meetings at a set time, and
- Access to additional cultural support – cultural supervision.

HOW WILL COSTS BE MET?

Host organisations will be paid a work-based placement award. The actual amount will depend on the length of the placement and type of learning and training needs of the new recruit. The award is intended to pay for the salary and professional development needs for the duration of the Hoe Rua work-based placement and **is not intended to fill existing staff vacancies within an organisation.**

Once the budget is mutually agreed to and the work-based placement service agreement has been completed and signed off, payment will be made in quarterly instalments to the host organisation; as negotiated between Te Rau Ora and the host.

HOW DO I REGISTER AN INTEREST?

1. Complete the Registration of Interest application.
2. Te Rau Ora will contact you within 5 working days of submission to confirm receipt of your application. You will then be advised of the outcome of your registration by **6 March 2020**.
3. Current hosts (**2019**) do not need to complete the form, however **must** submit a letter to confirm their continued interest in being a host in the next round of placements in 2020 as well as their most recent annual report.

If you have any queries about the Hoe Rua Programme please contact:

The Scholarship Team

Free call 0800 628284

Email: scholarships@terauora.com

Applications close: 28 February 2020

Please scan and send your completed registration form to:

Email: scholarships@terauora.com

PRIVACY ACT

Te Rau Ora undertakes to collect, use and store the information you provide in this form according to the principles of the **Privacy Act 1993**

WHY DO YOU WANT TO PLACE A NEW RECRUIT IN YOUR ORGANISATION?

WHAT WILL YOU DO TO ENSURE THE NEW RECRUIT HAS A POSITIVE INDUCTION TO THE ADDICTION SECTOR AND TO YOUR ORGANISATION?

DECLARATION

I consent to the disclosure of information on this form for the purpose of assessing the Hoe Rua Registration of Interest for hosts.

If successful, I agree that Te Rau Ora may use the programme, our organisation's participation or images for positive publicity.

I confirm that all the information supplied in support of the Registration of Interest is accurate at the date of signing.

Name: _____ Position: _____

Signature: _____ Date: _____