



	<p>Leadership and Management - Te Ārahi me te Whakahaere</p> <ul style="list-style-type: none"> Attends and contributes positively to relevant department, clinical and team meetings, leading and facilitating such meetings as required. Assists Oral Health Leadership Team in clinical assurance activities of service delivery. <p>Service Improvement and Research - Te Whakapai Ratonga me te Rangahau</p> <ul style="list-style-type: none"> Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include new care pathways / treatment protocols, interventions, standards of practice etc. Develops and /or participates in regional / sub regional professional networks as appropriate to area of work. Establishes working partnerships with both internal and external services / organisations to promote integrated working. Contributes to annual planning process, including identifying gaps in service and participating in activities that may result from the planning process. Practises in a way that utilises resources (including staffing) in the most cost effective manner to facilitate the optimal tamariki / whānau outcomes. Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.). 	
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Oral Health Service CW&C Leadership Team, including Oral Health Clinical Director Te Wāhanga Hauora Māori HBDHB Allied Health Professionals, Professional Advisor & Director of Allied Health Other teams relevant to supporting the Tangata Whaiora and whānau journey including Public Health Nurses, Population Health Oral Health Advisor and the Adolescent Oral Health Coordinator 	<p>EXTERNAL</p> <ul style="list-style-type: none"> Tamariki, whānau & tangata whaiora Education Providers, Schools and Early Childhood Centres including Kohanga Reo Community Services and Agencies All other Health Providers, including PHO, GPs Plunket, Tamariki Ora, Dentists & Māori Health Providers New Zealand Dental Assistants Association
DELEGATION AND DECISION	<p>Active participation in service area decision making including initiatives to strengthen interventions and engagement practices with Māori, (whānau, hapū and iwi) and integrating Māori models of healthcare</p> <p>As unregulated health care worker, works under the direction and delegation of Clinical Director Oral Health when undertaking preventative clinical work.</p>	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Allied, Public Health and Technical Multi Employer Collective Agreement (MECA) according to qualifications and experience pro rata for hours worked.	
DATE	April 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	Nil	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Effectively managing time and prioritising workload to ensure project work is completed within the agreed time. Ensure smooth and effective pathway for tamariki/rangatahi/whānau/kaumatua referred to the service to ensure barriers to services are reduced Competent engaging and addressing cultural needs of the Consumer and whānau A strong emphasis on improving services & reducing inequities for Māori whānau, hapū and iwi Supports a holistic approach within a progressive service to better enable collaborative relationships and integrated pathways 	

ESSENTIAL CRITERIA

Qualifications

- Year 11 – NCEA Level 1 English (or equivalent)
- Year 11 – NCEA Level 1 Maths (or equivalent)
- NZQA Level 3 qualification (or equivalent)
- Unendorsed clean current driver's licence

Experience

- Proven customer service skills

Business / Technical Skills

- Competent computer skills
- Ability to maintain effective records
- Demonstrates an understanding of continuous quality improvement

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly

Key Attributes

- Strong interpersonal skills, with an ability to develop rapport with tamariki / tangata whaiora and their whānau
- Focus on delivering high quality intervention for the tamariki/tangata whaiora and whānau.
- Ability to work well, both on own without supervision, and also cooperatively as part of a team
- Professional appearance and a pleasant positive co-operative manner.
- Excellent oral and written communication skills.
- Respect for the confidentiality and sensitivity of information
- Accepts responsibility, ability to organise, set priorities and monitor performance.
- Able to build effective and positive relationships with key personnel within and external to the service and with key stakeholders aligned to the service
- Ability to follow instructions
- Awareness of the role of in addressing inequalities
- Strong cultural awareness and understanding of diverse cultural and socio-economic groups, particularly Māori and Pacific.
- Enthusiastic and keen to learn with demonstrated ability to self-motivate and use initiative
- Willingness to update education and broaden knowledge base.

Effectively Engaging with Māori –

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

DESIRABLE CRITERIA

Experience

- Experience working directly with consumers and whānau
- Experience working as part of a team
- Previous experience working in a child centred environment
- Healthcare experience
- Awareness of health promotion and the Ottawa Charter.

Business / Technical Skills

- Experience working in a busy environment requiring robust organisation skills, time management and efficient communication skills.
- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.

Physical requirements for role: -

Medium physical demand level:

- Agility
- Able to kneel
- Able to get 1 knee up on bed
- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Fitness
- Able to walk up 2 flights of stairs without stopping
- Strength
- Able to do at least 3 half press ups (i.e. on knees)

Vaccination status for role:

- Vaccinations as per the current employee immunisation policy including annual influenza vaccination.



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.