



	POSITION TITLE	Team Worker		
	DIRECTORATE	Communities, Women & Children	DEPARTMENT	Central Hawke's Bay Health Centre
	REPORTING TO (operationally)	Nurse Manager	REPORTING TO (professionally)	Nurse Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role covers the Central Hawke's Bay Health Centre in the Hawke's Bay District Health Board (HBDHB)</p> <p>Staff reporting - Nil Direct - Nil Indirect</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To maintain the assets of the Board to optimise life cycle costs ▪ Support clinical and administration staff ▪ Carry out assigned tasks efficiently and effectively ▪ Be proactive in providing excellent customer service ▪ To recognise and support the delivery of the Hawkes Bay Health sector vision 			
KEY DELIVERABLES	<p>Provide a quality maintenance service:</p> <ul style="list-style-type: none"> ▪ Assigned work is completed in an efficient and effective manner. ▪ Raise any identified facility, building or equipment related risks to manager. ▪ Initiative is exercised in practice and any concerns escalated appropriately. ▪ Ensure work is completed within required time-frames. ▪ Equipment and supplies are used economically and efficiently ▪ Customers are kept informed on the progress of their work at all times ▪ Open channels of communication with all staff and significant others are maintained ▪ Documentation and records are maintained accurately and up to date and in accordance with HBDHB policies, standards and legal requirements <p>Operational activities:</p> <ul style="list-style-type: none"> ▪ Simple repairs and maintenance of a variety of hospital equipment. ▪ Patch and paint damaged walls, minor interior work ▪ Washing buildings e.g. moss, lichen, grime ▪ Shifting furniture, equipment and other items ▪ Checking and unblocking gutters ▪ Planned and general maintenance work within skill level ▪ Minor repair work ▪ Safely change and store oxygen cylinders ▪ Delivery and set up of Occupational Therapy equipment ▪ Delivery and set up of Oxygen concentrators and bottles ▪ Gardening duties as required ▪ Cleaning fleet cars and van. ▪ Cleaning exterior windows ▪ Any other tasks reasonably requested by manager. <p>Carryout assigned work in an efficient and effective manner:</p> <ul style="list-style-type: none"> ▪ Work with manager to agree task frequencies and activities required ▪ Coordinate and sequence work appropriately and monitor progress ▪ Adequate supplies of materials and spare parts are available <p>Work as part of a multi-disciplinary team to achieve the best possible maintenance outcomes:</p> <ul style="list-style-type: none"> ▪ Assist trades staff as required ▪ Liaison maintained with other maintenance staff to programme and complete work ▪ Communicate effectively with Manager and other staff, including raising issues, request consultation and share knowledge with team members ▪ Participate in appropriate meetings, team briefings and information sessions ▪ Professionalism is displayed at all times and in all dealings with customers ▪ Display teamwork and engender trust ▪ Participate in training needs analysis and undertake identified learning, development and career opportunities ▪ Raise issues affecting service provision 			

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 ○ (You have the right to cease work if you believe that you, or others, are at risk of serious harm). 	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Customers ▪ Patients and visitors ▪ Trades Staff ▪ CHB Health Centre Staff ▪ Occupational Therapist & Therapy Assistant ▪ Nurse Manager ▪ Administration staff 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Patients and their family/ Whanau (occasional) ▪ General Public ▪ External contractors/tradesmen
DELEGATION AND DECISION	<p>N/A</p>	
EMPLOYMENT AGREEMENT & SALARY	<p>As per the Individual Employment Agreement (IEA) negotiated with the appointee.</p>	
DATE	<p>April 2022</p>	
EXPENDITURE & BUDGET ACCOUNTABILITY	<p>N/A</p>	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Effectively managing time and prioritising workload to ensure work is completed within the agreed time. 	

ESSENTIAL CRITERIA

Experience

- Customer service experience
- Previous domestic or orderly experience
- Sound knowledge of safe use of personal protective equipment.

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Ability to maintain confidentiality
- Can work autonomously
- Ability to produce a consistently high standard of workmanship.
- Ability to work within timeframes and working under pressure.
- Ability to follow instructions – written and verbal
- Sensitive to the needs of patients, residents and clinicians onsite.

Business / Technical Skills

- Sound skill base across a range of trade fields to NZQA level 3 standards
- Good basic all round computer skills (NZQA level 2)
- Good interpersonal skills
- Mental and physical health status appropriate to the position
- Ability to work independently
- Clean NZ driver licence

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

Physical requirements for role:

Agility	Able to kneel Able to squat
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 and COVID 19 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.

RARANGATE 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.