

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Allied Health Assistant</b>		
	<b>DIRECTORATE</b>	Specialist & Community Group	<b>DEPARTMENT</b>	Te Whata Moanarua (Allied Health Therapies)
	<b>REPORTING TO (operationally)</b>	Team Leader, Te Whata Moanarua (Allied Health Therapies)	<b>REPORTING TO (professionally)</b>	N/A
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role works in the Home Loan Equipment Store in Health New Zealand Te Whatu Ora, Te Matau a Māui Hawkes Bay.			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>To assist in the effective and efficient day-to-day operations of the Home Loan Equipment Store and allied health service.</li> <li>Equipment provision under direction and delegation of the Home Loan Equipment Store Co-ordinator.</li> <li>Provide assistant support and work with registered practitioners within oversight, delegation and direction guidelines</li> <li>To recognise, support and contribute to the delivery of the Hawkes Bay Health sector vision, values and behaviours.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Clinical Practice- Te Mahi Haumanu</b> <ul style="list-style-type: none"> <li>Takes professional and organisational responsibility for managing a caseload of clients/ patients/ tangata whiaora delegated tasks, and demonstrates understanding of when to seek support from a Registered Health Practitioner.</li> <li>Delivers individualised interventions as per referring registered health professionals treatment plan and clinical advice. This is in partnership with the clients/ patients/ tangata whiaora and their whānau , the wider inter professional team (IPP) or multidisciplinary team (MDT).</li> <li>Demonstrates effective communication and utilises relationship centred practice to establish a therapeutic relationship and work towards agreed goals with the patients/ clients/ tangata whiaora, their whānau, including the wider health team and external agencies.</li> <li>Bears in mind the patient’s understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties).</li> <li>Have a strong understanding of task delegation, and show ability to liaise with a Registered Health Practitioner if they feel a task is inappropriate to be delegated. This includes if a task feels outside of their capability, they have inadequate training to perform an activity, they are uncertain of the requirements, or they feel their own or the patient’s safety is at risk.</li> <li>Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/ clients/ tangata whiaora, and their whānau.</li> <li>Demonstrates provision of culturally safe practice and a confident approach to partnership, protection and participation with patients/ clients/ tangata whiaora and their whānau.</li> <li>Completes documentation consistent with legal, professional and organisational requirements, including documenting clinical contact statistics through ECA or equivalent.</li> <li>Responsible for allocation of short-term loan equipment and longer-term equipment funded by Enable New Zealand, in collaboration with the registered health practitioner. Achieves and maintains Enable accreditation as required.</li> <li>Identifies unmet needs of patients/ clients/ tangata whiaora and their whānau and identifies potential solutions to address these needs in collaboration with the key worker.</li> <li>Demonstrates an understanding of the roles and contributions of the interprofessional team (IPP) and multidisciplinary team (MDT).</li> <li>Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patients/ clients/ tangata whiaora care and maintaining service delivery.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Teaching &amp; Learning - Ako Atu, Ako Mai</b> <ul style="list-style-type: none"> <li>Proactive about improving own clinical skill set through identification of learning needs.</li> <li>Maintains record of competency training.</li> <li>Involved in the induction and training of newly appointed staff as required.</li> <li>Completes mandatory training as applicable for the role.</li> <li>Training to become Ministry of Health (MOH) Accredited in basic equipment provision.</li> <li>Complete level 4 Career Force qualification in rehabilitation within 2 years of starting role, if not already held.</li> <li>Participates positively in an annual performance review and associated clinical assurance activities.</li> <li>Participates in regular professional supervision in line with the organisation requirements.</li> <li>Role models Hawke’s Bay Sector values and behaviours.</li> </ul>			

<b>KEY DELIVERABLES</b>	<b>Service Improvement &amp; Research - Te Whakapai Ratonga me te Rangahau</b>	
	<ul style="list-style-type: none"> <li>Participates in data collection for service improvement activities as requested by Home Loan Store Co-ordinator</li> <li>Participates in quality improvement activities to develop and improve service delivery.</li> <li>Establishes working partnerships with external organisations to promote integrated working.</li> <li>Contributes to annual planning process, including identifying gaps in service and participating in work activities that may result from the planning process.</li> <li>Practises in a way that utilises resources (including staffing) in the most cost-effective manner.</li> <li>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.).</li> </ul>	
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>Not to do anything that puts your own H&amp;S at risk.</li> <li>Not to do anything that puts others H&amp;S at risk.</li> <li>To follow all health and safety policies and procedures.</li> <li>To follow all reasonable health and safety instructions.</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>Home Loan Equipment Store staff</li> <li>Allied Health Professionals including inpatient and community teams</li> <li>Professional Leaders &amp; Director of Allied Health Therapies.</li> <li>Te Wāhanga Hauora Māori HBDHB.</li> <li>Other teams relevant to supporting the Tangata Whaiora and whānau journey.</li> </ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>Client/ patient/ tangata whaiora and their whānau.</li> <li>Community Services and Agencies- Health Care NZ, Access.</li> <li>ACC.</li> <li>Enable New Zealand and Ministry of Health.</li> <li>All other Health Providers, including NGOs, PHO, GPs, Practice Nurses.</li> </ul>
<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>Have a strong understanding of delegation principles, including recognising when situations require elevation to registered staff.</li> <li>Identify where any requested equipment may pose a risk to the patient/whānau and seek further assistance/guidance before issuing/installing</li> </ul>	
<b>HOURS OF WORK</b>	48 hours per fortnight (0.6 FTE)	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the current Allied, Public Health & Technical Employer Collective Agreement (SECA) step 3-5 Core Scale – Group B according to qualifications and experience.	
<b>DATE</b>	March 2025	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>Work under delegation of registered therapists/ nursing staff.</li> <li>Ensure smooth and effective pathway for tangata whaiora/ whānau/ kaumātua/ kuia referred to the service to ensure barriers to services are reduced.</li> <li>Competent engaging and addressing cultural needs of the consumer and whānau.</li> <li>A strong emphasis on improving services &amp; reducing inequities for Māori whānau, hapū and iwi.</li> <li>Supports a holistic approach within a progressive service to better enable collaborative relationships and integrated pathways.</li> <li>Able to solve routine problems and initiate seeking assistance from a registered health practitioner to solve complex issues as they arise.</li> <li>Working in a busy environment requiring robust organisation skills, time management and efficient communication skills.</li> <li>Prioritising caseload for best outcomes.</li> <li>Being adaptable and open to new ways of working.</li> <li>Accepting responsibility for own actions.</li> <li>Ability to be a reflective and learn from mistakes.</li> <li>Work directly with consumers and whānau.</li> <li>Have self-awareness and ability to identify professional development needs.</li> <li>Demonstrate ability to work effectively within an interdisciplinary model of care.</li> <li>Demonstrates ability to work smarter by being innovative, proactive and be creative.</li> <li>Ability to manage ambiguity, navigate complex processes and work for best patient outcomes.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Level 4 Health and Disability Qualification, or willing to work towards this within two years of starting in the role.

### Business / Technical Skills

- Basic proficiency in Microsoft Office, Word, i.e. (Outlook, Excel, PowerPoint, Internet resources and e-mail).
- Clean current full NZ driver's license.

### Key Attributes

- Effective communication skills.
- Ability to build rapport and constructive and effective relationships.
- Positive attitude with problem solving focus.
- Ability to contribute positively to the interprofessional/multidisciplinary team.
- Self-motivated in developing skill set.
- Focus on delivering high quality intervention for the client/patient and whānau.
- Ability to accept and respond to direction and carry out tasks appropriately.
- Ability to organise self and work autonomously.
- Sound observational and judgement skills.
- Confident to work alone in patients' homes.

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively and respectfully with Māori consumers (patients/ tangata whaiora/ whānau) and staff.
- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role: -

The HBDHB is a fair and equitable employer. As per the DHB's commitment to the National Disability Strategy it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

Due to the physical nature of this role the following physical requirements are essential:

Agility	<ul style="list-style-type: none"> <li>• Able to kneel</li> <li>• Able to get 1 knee up on bed</li> <li>• Able to squat</li> <li>• Able to raise arms above head</li> <li>• Able to reach arms out in front</li> </ul>
Fitness	<ul style="list-style-type: none"> <li>• Able to walk up 2 flights of stairs without stopping</li> </ul>
Strength	<ul style="list-style-type: none"> <li>• Able to do at least 3 half press ups (i.e. on knees)</li> </ul>

### Vaccination status for role:

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

## DESIRABLE CRITERIA

- Experience working within the Health and Disability sector.
- Experience working as part of a team.
- Experience working in people's homes.
- Working knowledge of equipment used by Occupational Therapists and Physiotherapists e.g. wheelchairs, walking frames, toileting and showering equipment.
- MOH Service Accreditation for basic ENABLE equipment.



## 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.



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



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



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



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