

POSITION DESCRIPTION

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February 2022

Our organization is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Associate Lead – Home & Community Support Services	
Reports to:	Allied Health Team Manager – Southern	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Direct Reports <ul style="list-style-type: none"> ○ Kaiāwhina – Southern Locality ○ Nurse Assessor – Southern Locality ○ Coordinator – Southern Locality • HCSS Support Manager • HCSS team – rest of West Coast • CCCN team members • Hokitika Health Centre Reception/Administration team • Clinical Nurse Manager – Southern Locality • District Nursing team – Southern & rest of West Coast • Allied Health team – Southern & rest of West Coast • SWAP team • P&C Learning & Vocational Development Facilitator • Professional Development Facilitator (AHST) • Director of Allied Health Scientific & Technical • Associate Director of Allied Health Scientific & Technical • Director of Nursing 	<p>External:</p> <ul style="list-style-type: none"> • Client's whānau • Poutini Waiora • Westland Medical Centre • Access • Healthcare NZ • Other Private Care Providers (i.e. aged care, general practice, home care, pharmacies) • West Coast PHO • Iwi, Hapu, whanau • St John • Independent Midwives • Non- Government organisations (NGOs) • Maori Health Providers • Oranga Tamariki • Schools • Voluntary/Statutory agencies
Role Purpose:	<p>In partnership with the Allied Health Team Manager –Southern, to provide operational and clinical leadership within the HCSS – Southern team to fulfil the WCDHB vision for the service of providing excellent home and community support services. Ensuring services are consistent with those provided across the West Coast and with national service framework expectations including:</p> <ul style="list-style-type: none"> • A focus on equity of outcomes • A restorative focus • Lifecurve™ thinking 	

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	<ul style="list-style-type: none"> • Support for clients to remain in their own home environments • Maximisation of independence, quality of life and client choice • Progressing the Pae Ora strategy and the outcomes of the Pae Ora O Te Tai O Poutini review <p>This includes:</p> <ol style="list-style-type: none"> 1. Providing consistent leadership and guidance within the team on both the clinical and non-clinical aspects of the model of care 2. Prioritising the needs of Māori as tangata whenua in order to achieve equity in outcomes 3. Demonstrating manaaki in all dealings with clients, whānau and colleagues, honouring cultural considerations and respecting diversity at all times 4. Ensuring continuing development and training of staff 5. Supporting efficient and effective staffing, rostering and scheduling 6. Supporting effective reporting on service performance in conjunction with the HCSS Support Manager 7. Supporting integration across the West Coast health system including strengthening ties with HCSS services across the West Coast 8. Ensuring that the WCDHB values are reflected in all activity undertaken by the team and in the relationships within the team 9. Providing effective cover during the absence of the Nurse Assessor or the Coordinator
<p>Complexity of role:</p>	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> • To provide leadership and management for Home and Community Support Services – Southern • Developing, updating, and coordinating implementation of educational and workforce strategies both independently and in collaboration with various members of the wider HCSS team which reflect innovative, evidence/needs based concepts related to: <ul style="list-style-type: none"> ○ Improved ways of working across all WCDHB HCSS services • Completing assessments of clients using the interRAI suite of clinical assessment instruments in the absence of the Nurse Assessor • Maintaining effective rostering of staff and scheduling of client contacts in the absence of the Coordinator • Assisting in the recruitment of kaiāwhina • Performance management of staff as required • Providing regular reporting

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ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

All activities of the WCDHB reflect the values of:

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family and relationships
- Pono - truth

He mihi

E ngā mana

E ngā reo

E ngā iwi o te motu

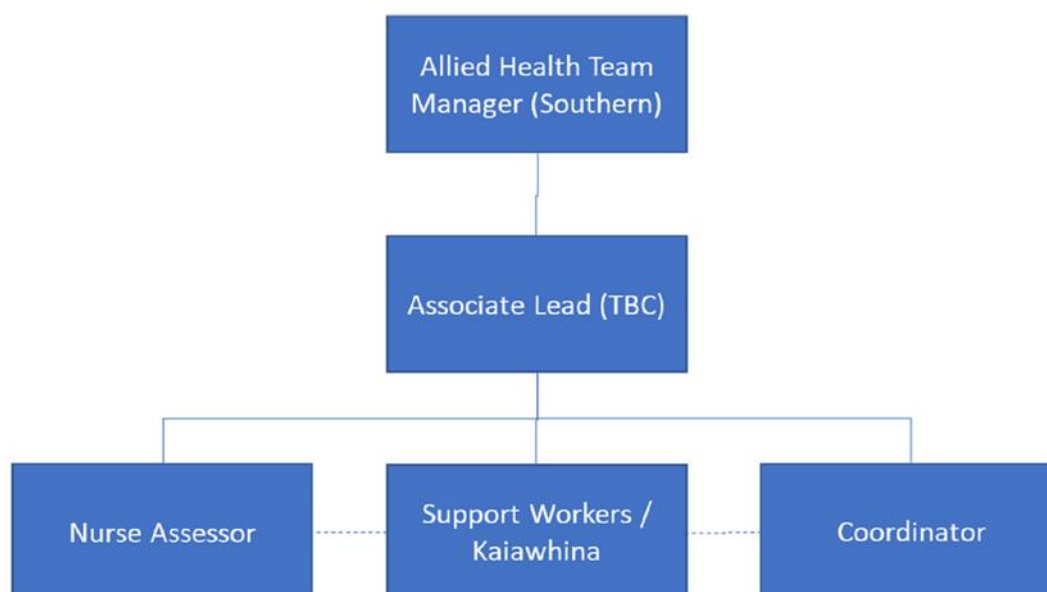
Tēnei te mihi ki a koutou katoa

He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi

With your contribution and my contribution we will be better able to serve the people.

PLACE IN THE ORGANISATION:



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KEY ACCOUNTABILITIES:

The Associate Service Lead* is responsible for:	The Associate Service Lead* will be successful when
<p>1. Leadership</p> <p>providing consistent leadership and guidance within the team on both the clinical and non-clinical aspects of the model of care</p>	<ul style="list-style-type: none"> • role models and builds a culture of excellence in professional conduct, personal responsibility and accountability • promotes team development in a cohesive, positive and professional manner • creates and nurtures intra- and inter-disciplinary team environments which encourage and support team approaches to achieve a high level of productivity, efficiency and clinical effectiveness • is involved with the dissemination of current information and theories necessary for the provision of optimal client service and care • fosters an environment and culture that supports innovation and creativity in practice, continuous quality improvement, research, teaching, supervision and training and development of staff
<p>2. Honouring diversity and challenging inequity</p> <p>Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Consistently demonstrates awareness and sensitivity of cultural differences when working with clients and their whanau, and when working with clinical and non-clinical colleagues.</p>	<ul style="list-style-type: none"> • role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework • recognises Māori as tangata whenua and works in collaboration with with the WCDHB Hauora Māori Health Team and local iwi to develop strategies aimed at achieving equity for Māori within the service • consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their families/whānau, and when working with clinical and non-clinical colleagues across the West Coast health System • consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues • demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
<p>3. Staff Management</p> <p>providing effective management of staff within the team</p>	<ul style="list-style-type: none"> • assists the Allied Health Team Manager – Southern with staff reviews such as success and development plans, - liaises with Allied Health Team Manager – Southern on quality issues and initiatives • assists in the facilitation of orientation/preceptorship for new team members when required • provides direct feedback and support to the Allied Health Team Manager – Southern as appropriate • identifies and provides training and ongoing development opportunities for staff in conjunction with the Allied Health Team Manager – Southern
<p>4. Service Provision</p>	<ul style="list-style-type: none"> • services provided by the service are of the highest standard and comply with recognised service benchmarks

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<p>5. Budgetary Performance</p>	<ul style="list-style-type: none"> ensures compliance with delegated levels of authority
<p>6. Health and Safety</p> <p>Maintaining a high quality, safe, and secure work environment by following relevant WCDHB policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<ul style="list-style-type: none"> Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of WCDHB health and safety systems and policies <p>All WCDHB staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant WCDHB policies and procedures. This includes:</p> <ul style="list-style-type: none"> Personal commitment to zero harm Reporting for duty in a fit state, free from the influence of alcohol or other drugs Ensuring personal health, safety and wellbeing - and that of others Report and manage any actual or potential hazards submitted via the Safety1st incident reporting system Assist with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive Using all protective equipment provided, as appropriate Cooperating with the monitoring of workplace hazards and employee's health, including attending all relevant safety training and complying with all safety instructions Ensuring that all accidents or incidents are promptly reported to line manager(s) Reporting any pain or discomfort to the line manager(s) as soon as it develops Seeking advice from the line manager(s) if unsure of any work practices Working alongside the Occupational Health & Safety and Wellbeing Advisor team to implement initiatives aimed at improving health, safety, and wellbeing Complies with health and safety policies when providing care in the community Complies with organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances

PERSON SPECIFICATION:

Qualifications & Experience
<ul style="list-style-type: none"> The Associate Service Lead* will be a registered health professional with a current Practising Certificate and will be qualified in using the interRAI suite of clinical assessment instruments Experience in leading a team creating a focus on a shared vision is highly desirable Experience in community consultation, implementation and evaluation of service related projects is desirable

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Personal Attributes

- Clinically credible, respected, and person-centred
- Demonstrates high standards in terms of personal competence and professional practice
- Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services
- Emotional intelligence
- Well-developed interpersonal and interprofessional skills
- Has an ability to consistently form therapeutic relationships with consumers and their families/whānau
- Demonstrated passion and commitment to professional development of self and others
- Ability to work autonomously, use own initiative, and accept responsibility for own actions
- Flexible, adaptable, embraces change
- Self-motivated
- Proven skills as a role model
- Able to work under pressure and prioritise competing demands
- Understanding of the LifeCurve™ model

Knowledge of (but not limited to):

- Health Practitioners Competence Assurance Act (2003)
- Treaty of Waitangi and its application to health
- He Ara Oranga and the government's response to the NZ Mental Health Inquiry
- He Korowai Oranga/Māori Health Strategy (2002)
- New Zealand Health Strategy (2016)
- Compulsory Assessment and Treatment Act (1992)
- Misuse of Drugs Act (1977) and Regulations
- Nursing Council New Zealand Code of Conduct (2012)
- Health and Disability Act
- Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)
- Privacy Act (1993) and Health Information Privacy Code (1994)
- Health and Safety in Employment Act (2015)

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

*Signed on behalf of Te Whatu Ora
Te Tai o Poutini West Coast*

*I accept the terms and conditions as outlined in
this Position Description*

Date _____

Date _____

Name _____

Name _____

Position _____

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