

The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Mental Health Assistant – Mental Health Service	
Reports to:	Clinical Nurse Manager	
Senior Manager:	Clinical/Nurse Manager MHS	
Key Relationships:	Internal: • Clinical Nurse Managers • Heads of Departments • Senior Nursing Staff • Senior Medical Staff • Director of Nursing	External: • General Public • Agencies • Government Agencies • Other Service Providers
Role Purpose:	To provide a high quality support services within the wards or departments as a member of the health care team under the direction and supervision of a Registered Nurse, Enrolled Nurse or midwife. To carry out some clinical and non-clinical tasks in a professional manner. It may also include redeployment to another ward or department to ensure adequate coverage there. To assist with routine housekeeping duties on a daily basis, 24/7 as the need arises. Provides back-up during times of sick, annual or other leave. Deal with enquiries courteously, promptly and direct enquiries to appropriate person if required.	
Objectives:	• To assist nursing staff with the churn of the wards. Moving, cleaning and making beds. Assisting staff with toileting and showering of patients. Interacting with patients to keep them occupied in meaningful activity and supporting the unit Wellbeing Program. • Assisting with unit security, monitoring observations including specializing patients. • Changing full linen and rubbish bags as necessary. • Ensure there is enough clean linen in the ward, to meet patient needs. • Patients dignity and privacy must be respected at all times • Clear and effective communication skills • Ensure equipment and stock is available in good working order to meet the needs of the inpatients. • Answer patient bells and get the appropriate nurse if necessary • Ensure stock used is replaced by ordering and putting stock away in the correct place. • Collect meals from time to time from the kitchen • Assist orderlies or other staff take patients to diagnostics	

	• Learn and take on ward clerk duties as required • Be familiar with computers and software packages, including Word and Outlook • Escort patients for outings or events • Adhere to WCDHB policies and procedures • Undertake any special projects that may become apparent from time to time.
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KEY ACCOUNTABILITIES:

Health and Safety Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.	The Mental Health Assistant will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person. Support staff will abide by the Organisations Health and Safety Plan and will attend when required Health and Safety Training as appropriate. The support staff will also bring health and safety issues to the attention of the CNM or HOD in a timely manner.
Quality Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.	It is expected the Mental Health Assistant will participate in the development of quality activities and comply with any organisational policies that are in place.

PERSON SPECIFICATION:

Qualifications & Experience
1. Completed the L3 Health and Well Being (Mental Health and Addictions) or completes within a 12 months of employment (if they don't already hold any qualification). 2. That any existing Level 3 qualification should align with the requirements of the existing IPU H&W Support Work qualification requirements. 3. The employee be willing to undertake further Mental Health and addiction unit standards as appropriate (through micro-credentialing) if point 2 is not met. 4. Is computer literate 5. Safe practice effective communication (SPEC) training an advantage 6. Past MHA or HCA an advantage
Personal Attributes:
Key Behaviours: • Ability to “work together” in a collaborative manner • Ability to “work smarter” by being innovative and proactive. • Accepts responsibility for actions • Kind and caring nature • High levels of confidentiality & organisational skills

- Ability to communicate and build relationships with people from all walks of life

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 West Coast
District Health Board*

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

Date _____

Date _____

Name

Name

Position

Job Title

West Coast District Health Board

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