

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

<b>Title</b>	Occupational Therapist
<b>Reports to</b>	-Clinical Manager, Child Development Service -Team Coordinator-Occupational Therapy, Child Development Service
<b>Location</b>	Child Development Service, 440 Montreal Street, Christchurch
<b>Department</b>	Child Development Service
<b>Date</b>	24/10/2025
<b>Job band (indicative)</b>	PSA APHST SECA Clinical/degree-qualified core salary scale step 1-10

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### **Te Mauri o Rongo – The New Zealand Health Charter**

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

The primary purpose of the role is to deliver occupational therapy assessments and interventions for children (new-born to 15yrs of age) with a disability or developmental delay, who have home-based functional concerns and/or goals. This includes equipment and housing modifications as indicated. You will work collaboratively with whānau on their goals to support their tamaiti to maximise their functional potential and support participation within their home and community. The service covers the geographical area of Kekerengu (north) to Rangitata River (south), and inland to the alps.

<b>Key Result Area</b>	<b>Expected Outcomes / Performance Indicators</b>
<b>Occupational Therapy assessment and intervention</b>	<ul style="list-style-type: none"> <li>• Actively engage with tamaiti and whānau in all aspects of care including assessment, goal setting, decision making and intervention provision; utilising appropriate tools e.g. Occupational Performance Coaching (OPC), Canadian Occupational Performance Measure (COPM)</li> <li>• Work collaboratively with others involved in the care/management/support of tamaiti including (but not limited to) Child Development Service team members, Ministry of Education professionals, Paediatricians, Enable NZ, NGOs, and Needs Assessment and Service Coordination team</li> <li>• Maintain accurate and timely clinical notes</li> <li>• Maintain an appropriate caseload relevant to FTE, experience and complexity of cases. Meet monthly with Team Coordinator to review and support throughput</li> </ul>

	<ul style="list-style-type: none"> <li>Consolidate and extend clinical and professional skills through active attendance at CDS professional development sessions, relevant courses/conferences, as well as self-directed learning. Appropriate goals set at yearly Success and Development meeting with Team Coordinator.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>Commits to helping all people achieve equitable health outcomes.</li> <li>Demonstrates awareness of colonisation and power relationships.</li> <li>Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery.</li> <li>Shows a willingness to personally take a stand for equity.</li> <li>Supports Māori-led and Pacific-led responses.</li> </ul>
<b>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table.</li> <li>Models an agile approach – tries new approaches, learns quickly, adapts fast.</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<b>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are followed.</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>

## Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Tamariki and their whānau and/or caregivers</li> <li>• Ministry of Education early intervention and school allied health staff</li> <li>• Early childhood centre and school staff</li> <li>• Enable New Zealand</li> <li>• Equipment technicians and company representatives</li> <li>• Peke Waihanga orthotic service</li> <li>• Lifelinks (Needs Assessment and Service Coordination)</li> <li>• NGO and other community organisations/support services</li> <li>• Oranga Tamariki</li> <li>• GP's and practise nurses</li> <li>• Child Development Service colleagues across New Zealand</li> <li>• Occupational Therapy Board of New Zealand</li> <li>• Students and staff at School of Occupational Therapy, Otago Polytechnic</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Manager, Child Development Service</li> <li>• Team Coordinator-Occupational Therapy, Child Development Service</li> <li>• Child Development Service team members: Occupational Therapists, Physiotherapists, Social Worker, Kaitautoko, Speech Language Therapist, Dietitian, Psychologists, Allied Health Assistants, Administrators</li> <li>• Director of Allied Health, Christchurch Campus</li> <li>• Chief of Allied Health Scientific and Technical Waitaha and Te Tai o Poutini</li> <li>• Allied Health staff at Christchurch Hospital and Adult Community Therapy Service</li> <li>• Paediatricians, Orthopaedic Surgeons and other medical staff at Christchurch Hospital</li> <li>• Autism coordinators, Child Development coordinator, and CNS Child Development</li> <li>• Tiaki Whānau, Child and Family Safety Service</li> <li>• Other Te Whatu Ora Waitaha Managers / Team Leaders / Staff</li> </ul>

## About you – to succeed in this role

### You will have

#### Essential:

- Minimum Bachelor's degree in Occupational Therapy
- Registration with the Occupational Therapy Board of New Zealand
- A current Annual Practicing Certificate with the Occupational Therapy Board of New Zealand
- Experience in implementing Te Tiriti o Waitangi in action
- Full current New Zealand driver's license

#### Desired:

- 2 years or more of clinical experience
- Paediatric experience and knowledge in the areas of child development and disability.

- Enable NZ accreditation in the areas of Personal Care & Household Management, Housing (Basic), Housing Modifications (Complex), and Wheeled Mobility & Postural Management (Level 1, Lying, Level 2, Complex Custom Fabrication).
- Competency in computer/technology use

**You will be able to**

**Essential:**

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

**Desired:**

- Demonstrate excellent time management and organisational skills
- Demonstrate the ability to work independently, as well as collaboratively within a multidisciplinary team
- Demonstrate the ability to work flexibly, proactively and innovatively to support the needs of the whānau

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*