

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Our Organization is committed to the principles of Te Tiriti o Waitangi |Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

Position Title:	Mental Health Assistant – Kahurangi Dementia Unit	
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 service within the wards or departments as a member of the health care team under the direction and supervision of a Registered Nurse. To deliver high quality care to residents based on their individual care plan. Demonstrating best practice by maintaining an optimal level of dignity, comfort, and quality of life of residents. 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 housekeeping duties 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:	Delivery of Care • Assist and work under the direction and supervision of the Registered Nurse to meet the care needs of residents. • Be familiar with the Care Plan of each resident and provide personal care to the resident according to the plan. • Participate in the handover at the beginning of each shift. • Ensure that all equipment and supplies are being used correctly and economically. • Ensure that food and fluids are provided to the resident in a manner that promotes adequate nutrition. • Report any changes in the resident's condition to the Registered Nurse	

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- Welcome new residents and help them settle in.
- Answer call bells promptly and act on resident requests for assistance
- Only participate in medication administration **after** you have been deemed competent and this has been documented and authorised by a Registered Nurse.
- Interacting with patients to keep them occupied in meaningful activity.
- Changing full linen and rubbish bags as necessary.
- Ensure there is enough clean linen in the ward, to meet patient needs.
- Residents' dignity and privacy must be respected at all times.
- Answer patient bells and get the nurse if necessary.
- Be familiar with computers and software packages, including Word and Outlook.
- Assist DT to take residents for outings or walks.
- Adhere to Health NZ - Te Whatu Ora, Te Tai o Poutini West Coast policies and procedures.
- Complete all mandatory health learn education after joining within the specified timeframe.
- Write progress notes for each resident at end of your shift.
- Maintain confidentiality for all information obtained from Kahurangi and Te Whatu Ora.
- Maintain confidentiality of other staff members personal information.

Effective Communication

- Communicate with all residents, family, whānau, visitors and members of the external health team in a friendly and courteous manner.
- Give adequate explanation and reassurance to residents before and during all nursing procedures.
- Work with colleagues cooperatively, sharing information and knowledge appropriately and contributing to a strong team culture.
- Relay information promptly and accurately
- Pay attention to the resident's cultural needs and act in a culturally safe and sensitive way at all times.

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	Attend and provide input into staff and other meetings when required.
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KEY ACCOUNTABILITIES:

The 'Mental Health Assistant' is responsible for:	
1. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Health NZ- Te Whatu Ora, Te Tai o Poutini West Coast and divisional policies, protocols and standards.	- Report and document any resident or staff accidents, injuries or near misses to the Nurse in-charge on shift immediately and complete a safety 1st. - Attend moving and handling training and use techniques that are safe for residents and self. - Take necessary precautions to prevent injury or accidents occurring, reporting any hazards/concerns regarding safety to the Registered Nurse. - Work within organisational Infection Control and Restraint policies and procedures. - Participate in maintaining a safe environment including reporting any faulty or damaged equipment.
2. 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 organizational policies that are in place. - Complete all mandatory health learn education after joining within the specified timeframe.
3. Compliance with Administrative Policies	Follow correct procedures when applying for leave or taking sick leave.

PERSON SPECIFICATION:

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Health New Zealand
Te Whatu Ora

Qualifications & Experience

- Career force level 2, 3 or 4 is an advantage.
- The employee be willing to undertake further Dementia focus standards and to complete after 1 year of commencing employment.
- Is computer literate
- Safe practice effective communication (SPEC) training an advantage
- Past MHA or HCA an advantage in aged care especially in a facility that provides Dementia care.

Personal Attributes:

Key Behaviors:

- Strong time management and organizational skills.
- Flexibility and willingness to undertake a wide variety of tasks.
- Relates easily to a wide diversity of people, including other staff, residents and their families and friends.
- Ability to be engaged in physical activity for an extended period, including standing, bending and lifting with the use of appropriate equipment.
- Ability to “work together” in a collaborative manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility of action.
- Kind and caring nature with sense of humour.

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 _____

Mental Health Assistant - Kahurangi

[TeWhatuOra.govt.nz](https://www.tewhatuora.govt.nz)

Te Whatu Ora | Te Tai o Poutini West Coast
PO Box 387, Greymouth 7805

Te Kāwanatanga o Aotearoa
New Zealand Government

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