

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Autism Coordinator
Reports to	Charge Nurse Manager
Location	Christchurch
Department	Paediatric Outpatients
Date	19 -08-2026
Salary band (indicative)ⁱ	NZNO Registered Nurse Step 7 \$109,407/ Clinical degree \$107,600.
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

Key Result Area	Expected Outcomes / Performance Indicators
Excellence in Clinical Practice	The Autism Development Coordinator role is to: Coordinate / liaise with families/whānau/caregivers and service providers for children referred to child health services for assessment of autism. Offer information and coordination for families/whānau/caregivers following diagnosis for up to 2 years.
Education	- To provide referrers with information to ensure referrals to the service are appropriate; ensure referrals pathways are established and shared. - Act as a resource person for other health professionals as well as patients, their families/ whanau and carers - Contribute to team professional development
Care Coordination/Case management	- To engage with families / whanau / caregivers and children to gather background information. - To collate generic and clinical information for the Developmental Paediatricians as part of the child's first assessment and follow-up appointments.

	• To have a clinical role in the assessment of children as part of the multi-disciplinary team which may include observing the child in a variety of environments • Write timely reports following observations • Responds to enquiries from families/ whanau or referrers and other children's agencies in a timely way • Maintain patient documentation, records and accurate statistical information to reflect care provided and meet professional standards both locally and nationally. • Engaging with families who may be highly stressed and concerned about their child's development and diagnosis • Working independently in the community • Meeting deadlines which can change at short notice
Leadership	• Ensuring high quality, timely services are delivered to meet current and future demands. • Maintain collaborative and strategic partnerships that support the care of children and families/ whanau/ caregivers.
Research	• Develop personal professional growth through participation in professional development activities and independent learning • Contribute to quality projects and activities.
Equity	• Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • 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. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.

Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.
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As an Autism Coordinator you will work as part of a team to ensure that the whanau of a child diagnosed with autism will receive information, support and referrals to services as appropriate. You will follow the expected standards for the Neurodevelopment Service to achieve this.

Culture and People Leadership

- Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.
- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.
- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.
- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with Health New Zealand Te Whatu Ora Waitaha's adopted policies or procedures.

Relationships

External	Internal
• Patients and their families / whānau / caregivers • Early Intervention services in Canterbury /West Coast: CCS Disability Action; Champion Centre; Conductive Education; Ministry Of Education • Early Intervention Coordination Service (EICS) • Needs Assessment and Coordination Service (Lifelinks) • Schools and Preschools • General Practitioners and Partnership Community Workers.	• Charge Nurse Manager, Paediatric outpatients • Other members of developmental team (coordinators, CNS, administration) • Paediatricians and Registrars • Child Development Service, Montreal House • Child Health management: Service Manager, Clinical Director • Child and Family Safety Service • Māori Support Worker • Child and Family Mental Health Service

• NGO's: Child and family related disability and community sector agencies / whanau and disability • Well Child Providers • Other Government departments e.g. WINZ, Oranga Tamariki	• Christchurch Hospital and Neonatal unit Allied Health and Nursing staff • Clerical Staff
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About you – to succeed in this role

You will have

Essential:

- Relevant Tertiary Qualification (Allied Health, Social Work, Education, Special Education, Nursing)
- Experience and knowledge of child development and/or disability sector
- Experience in the co-ordination of service delivery
- Hold a current New Zealand Driver's Licence.
- Excellent communication skills
- Excellent personal organisational skills
- Computer literate
- Demonstrates practice that is patient and family focused
- Ability to work autonomously within the team
- Accepts responsibility for actions
- Assists with quality improvement by being innovative and proactive
- Displays a commitment to ongoing professional development
- Be prepared to undertake other duties as reasonably requested by Line Manager

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
- 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.

- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- 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:

- Post-Graduate Qualification in associated area of practice

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.