

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	Nurse Coordinator (NC) Wellington Child and Adolescent Mental Health Service
Reports to	Team Leader
Location	This position is based at Wellington Child Adolescent Mental Health Services, Te Whare Tipu, 21 Hania Street, Mt Victoria, Wellington. From time to time as part of Variance Response you may be required to work in other areas.
Department	MHAIDS – Capital, Coast & Hutt Valley District
Date	31-07-2026
Salary band (indicative)ⁱ	HNZ NZNO Collective Agreement/ PSA Collective Agreement
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:

[Provide coordination of Wellington CAMHS within <MHAIDS>.

The specialist mental health registered nurse provides holistic care to tangata whaiora and whanau who are at risk of, or who are experiencing mental health conditions and substance use disorders, or behavioural challenges; to promote their physical and psychosocial well-being. The nurse emphasises the use of interpersonal relationships as therapeutic tools and uses critical thinking and clinical reasoning to consider and provide nursing care for complex physical health, psychological, social and biological aspects that influence mental health, addiction or intellectual disability. Mental Health nurses use socialisation, activation and communication as key nursing skills as well as providing psychical care and management of environmental or social challenges.

The Nurse Coordinator < Wellington CAMHS > is responsible for:

- Serving as a critical link between direct care clinicians and the Team Leader. They balance clinical leadership, operational oversight, risk management, and workforce support, enabling the Team Leader to focus on strategic leadership, stakeholder relationships, and overall service performance while ensuring the team continues to provide safe, responsive, and high-quality mental health care for Tamariki and Rangatahi.
- Provides day-to-day clinical leadership and professional guidance to multidisciplinary team members, including psychologists, nurses, social workers, occupational therapists, psychiatrists, and allied health staff.
- Supports clinical decision-making, particularly for complex, high-risk, or urgent cases.
- Promotes evidence-based practice and adherence to clinical standards and policies.
- Facilitates case reviews, multidisciplinary meetings, and clinical discussions.
- Assists with prioritisation of urgent presentations,
- Ensures care pathways are coordinated with primary care, schools, paediatric services, inpatient units, NGOs, and community agencies.
- Ensures documentation, assessments, and care plans meet organisational and professional standards.
- Contributes to quality improvement initiatives, audits, and accreditation requirements.
- Provides coaching, mentoring, and supervision to staff where appropriate.
- Supports orientation and development of new clinicians.
- Identifies training needs and promotes ongoing professional development.
- Helps foster a positive team culture, resilience, and staff wellbeing in a demanding clinical environment.

They implement and advise on specific clinical / quality programmes. This is a senior designated nursing role with no formal delegated management authority.

The Nurse Coordinator (NC) <WCAMHS> will respond to the Districts changing needs, performing other tasks as required. While this is not a direct patient care role there will be some instances where clinical care is required as per organisational escalation response.

The NC is expected to contribute to implementing District and nursing goals and values, while promoting Te Whatu Ora – Health New Zealand, Capital, Coast and Hutt Valley as a centre of excellence for nursing practice.

As a specialist mental health, addiction, intellectual disability nurse your demonstration of the indicators of each Pou will be informed by the standards of practice for Mental Health Nurses: Te Ao Māramatanga.

Key Result Area	Expected Outcomes / Performance Indicators
Leadership	• Role models and applies the principles of Te Tiriti O Waitangi in nursing practice

	• Applies Te Whatu Ora policies and processes and contributes to a safety culture for patients, whānau and staff • Champions equity and diversity in the workplace • Contributes to improving inequities by working with colleagues to meet the Pae Ora (Healthy Futures) Act 2022 obligations • Promotes and supports organisational and professional priorities • Maintains a strict sense of professional ethics, confidentiality and privacy and abides by the District Code of Conduct • Establishes and maintains effective communication and inter-professional relationships • Leads and implements <Wellington CAMHS> requirements> • Works with nursing leaders and educators to provide advice and promote engagement with <programme> within their clinical areas • Undertakes work on strategic priorities and objectives as agreed with their manager and nursing leaders • Responds with constructive strategies to meet new challenges and actively supports change • Contributes to project work as relevant to role • Contributes relevant meetings, committees, organisational, advisory, regional and national groups to promote and report on <Wellington CAMHS>.
Education and Teaching	• Builds strong relationships with nursing leaders and educators within CCHV and partner organisations • Works with individuals and groups across the District to provide leadership, advice and education on <Wellington CAMHS> • Identifies workforce education needs relating to <Wellington CAMHS> • Uses adult teaching strategies to develop and deliver education plans • Plans, delivers and evaluates education opportunities and resources to promote high standards and strong engagement with <Wellington CAMHS> within the organisation and with partner organisations • Shares expertise and provides guidance in different context e.g. presentations, study days, workshops, forums, meetings • Keeps up to date with relevant literature • Describe specific requirements as relevant to the programme and this role
Interprofessional collaboration and quality improvement	• Establishes and maintains effective inter-professional relationships internally and externally • Leads and contributes to innovations to improve the quality, efficiency and engagement with <Wellington CAMHS> • Facilitates audits and reviews to identify areas for improvement and develops plans to address these • Leads the development and implementation of policies, procedures and resources relating to Wellington CAMHS • Ensures Wellington CAMHS documents, information and web-pages are up to date and reviews these with key stakeholders

	Undertakes, analyses and provides regular reports as required by the <Wellington CAMHS>
Workforce	- Supports the nursing leadership team in workforce development strategies - Facilitates support of Māori and Pacific workforce in line with strategic nursing priorities
Professional Development	- Supports the nursing leadership team in workforce development strategies - Facilitates support of Māori and Pacific workforce in line with strategic nursing priorities

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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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.

- Clinical or operational matters that require escalation must be referred to the relevant health professionals, operational and nursing professional lead, Director of Mental Health Nursing, Associate Director of Nursing Mental Health.

Relationships

External	Internal
• Tangata Whaiora and Whānau • Other Districts • Consumer advocates & agencies • Volunteers • NGO services • Primary Care • NZ Nursing Council • Te Ao Māramatanga: College of Mental Health Nurses New Zealand. • Education Services • Health & Social Support agencies • Youth Respite Services • Community agencies • GP's • Professional Registration board • Professional Association • Other National Adult Mental Health Teams both inpatient and community	• Multidisciplinary team • CAMHS & other Youth Sector & Community Mental Health Teams. • CRS, Duty managers & ED MH team • Inpatient hospital wards- Paediatrics, ED, RRAIS • Cultural consultants, Lived Experience and Family advisors • Administrators • Contracted therapists • Director of Nursing MHAIDS • Chief Nurse • Nursing Leadership Team • Learning and Development Team • Nurse Educator • Clinical Nurse Specialist • Student Nurse and other students • Multi-Disciplinary Teams • Lived Experience Team • MHAIDS Quality Team • Other District speciality Inpatient Teams • Other MHAIDS teams • Professional Leaders • Operations Manager •

About you – to succeed in this role

You will have

Essential:

- Registered Nurse with current APC
- Completion of an undergraduate (leading to registration) or post graduate program in mental health or intellectual disability nursing.
- Minimum three years post-graduate nursing experience
- Postgraduate Certificate or working towards
- Proficient on PDRP
- Full Driver's License

Desired:

Demonstrate

- Experience in implementing Te Tiriti o Waitangi in action.

- Relevant clinical experience and expertise
- Membership of Te Ao Māramatanga: College of Mental Health Nurses.
- Developing capability in nursing leadership
- Strong verbal and written communication skills
- Competent computer skills
- A personal commitment to on-going learning and development including attainment/maintenance of senior PDRP]

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.

Desired:

Demonstrate

- Respect and collaboration
- Commitment to ongoing learning and development
- Practice informed by evidence
- Innovation and critical thinking
- Commitment to sustainable 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.