

Position Description

Position	Occupational Therapist / TANGAROA CO-ORDINATOR
Team / Service	Intensive Rehabilitation – Tane Mahuta
Directorate	MHAIDS Services - Mental Health Addiction and Intellectual Disability
District	Capital, Coast, Hutt Valley & Wairarapa districts
Responsible to	Team Leader
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from the Ratonga Rua o Porirua Campus

Te Whatu Ora

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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical, surgery and mental health and intellectual disability hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers

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

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*MHAIDS is the mental health, addiction and intellectual disability service
for the Capital, Coast, Hutt Valley and Wairarapa districts*

Te Kāwanatanga o Aotearoa
New Zealand Government

- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addiction and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. The service holds national contracts some of which are delivered in other district localities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

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|------------------------|--|
| Mana whakahaere | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources. |
| Mana motuhake | Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori. |
| Mana tāngata | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness. |
| Mana Māori | Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge). |

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Mission

Working together for health and wellbeing.

Capital and Coast

Vision

Keeping our community healthy and well

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

Mission

Together, Improve the Health and Independence of the People of the District

Wairarapa

Vision

"Well Wairarapa – Better health for all"

Value

Manaakitanga – Respect, caring, kindness
Auaha – Solutions, responsibility, better
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

Mission

To improve, promote, and protect health status of the people of the Wairarapa, and the independent living of those with disabilities, by supporting and encouraging healthy choices.

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

The hospital and health services of the Districts provide a range of services, one such group of services includes Mental Health, Addiction and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans two districts - Wairarapa, Capital, Coast and Hutt Valley and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whāriki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand
- He Ara Oranga
- Mental Wellbeing Long Term Pathway
- Whakamaua – Māori Health Action Plan 2020-2025
- The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga
- Intellectual Disability High and Complex Framework

The Service has access to business support services including People and Culture, and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

Team Perspective

Te Korowai Whariki (TKW) is an operational group of regional and national services that has staff based in various locations in the Central Region, from Gisborne to Wanganui through to Wellington. Te Korowai Whariki services are both inpatient and community based. Te Korowai Whariki consists primarily of two arms - Central Regional Services and the Intellectual Disability (ID) Services.

Tangaroa is the service's Activity Centre which provides a therapeutic environment that supports and encourages individual's recovery through meaningful use of occupation in areas of work, self-care and leisure. Tangaroa has a comprehensive structured activity programme with a focus on recovery, work habits, basic living skills and leisure activities. Programmes are designed to motivate clients to attain a manageable, interactive and independent life style; the focus is on promotion of independence and recovery. The aim of

Tangaroa is to equip individuals with the skill necessary to attain their highest level of functioning through professional treatment, quality care, and cost-effective mental health services in the least restrictive environment.

Role Perspective

This is a role working within the OT team in developing, coordinating and delivering therapeutic occupation for the service with a rehabilitation and recovery focused approach. The role is to coordinate the activity centre and therapeutic program.

The role will:

- Include co-ordinating the activity centre activities, planning, designing, facilitating and evaluating groups, ordering resources (in liaison with the Team Leader), liaising and supporting sessional workers and other agencies.
- Support the OT teams in events and be a point of contact for this.
- Invite and encourage other members of the MDT to participate and facilitate in programmes.

Some of the key priorities for this role include:

1. To coordinate the daily activities of Tangaroa which provides a supported and structured environment in which all tangata whaiora are able to build strengths and accomplish recovery in a way which is consistent with their goals.
2. To develop a programme in consultation with the OT Expert and Team Leader and in partnership with other clinicians (as identified) which will provide:
 - a safe, relaxed and sociable atmosphere
 - an environment that enhances motivation and socialisation
 - a range of meaningful occupations
 - structured and unstructured, recovery, vocational, social and educational groups
 - Allows opportunities for assessment and observation of mental state, and occupational performance and risk in consultation with the MDT. Outcomes of assessments to be communicated to the allocated OT representing the individual care team.
3. Fostering workforce development:
 - engaging in the preceptorship of OT students and OT NESPs
4. Other responsibilities:
 - Engage in audit related activities as required.
 - Maintaining monthly inventory of stocks and equipment.

- Ensuring oversight of the safe storage and tidiness of the store rooms within Tangaroa. Ensuring all Health & Safety obligations relating to safe work places are adhered to.
- Maintain good housekeeping skills.
- Creatively uses the environment to enhance interventions.
- Incorporates education into treatment programmes.
- Demonstrates the ability to analyse the dynamics of the therapeutic relationship and effectively alter approach as necessary.
- Identifies occupational therapy principles, roles and functions that contribute to health promotion.
- Assists/enables the tangata whaiora to access appropriate resources.
- Assists tangata whaiora to increase their self-advocacy skills.
- Identifies the appropriate end point of intervention.

Purpose of the role

To support the OT team in developing and maintaining quality improvement processes while delivering an effective and efficient occupational therapy service that facilitates clinical excellence and desired health outcomes for tangata whaiora from the activity centre.

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables/Outcomes
1. Clinical Practice	<ul style="list-style-type: none"> ▪ Takes legal and professional responsibility for managing own caseload of tangata whaiora with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention. ▪ Utilizes information available to prioritize tangata whaiora to enable appropriate allocation of referrals and workload with staff in the team. ▪ Carries out comprehensive assessment with tangata whaiora (and whānau where appropriate). This may include use of standardized assessments to assist in assessment and intervention planning. ▪ Formulates and delivers individualized occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the person's own goals and those of the wider multidisciplinary team (MDT). ▪ Demonstrates effective communication, to establish a therapeutic relationship and sets expectations with tangata whaiora, whānau and the MDT, inclusive of the wider health team

	<p>and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</p> <ul style="list-style-type: none"> ▪ Assesses tangata whaiora understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). ▪ Regularly reassesses and evaluates the tangata whaiora progress against identified goals and adjust intervention as situations change. ▪ Refers on to other services to work with tangata whaiora towards achievement of longer term goals (in consultation with the MDT). ▪ Develop comprehensive discharge / transfer plans as appropriate. ▪ Carries out regular clinical risk assessments for tangata whaiora on own caseload and takes action to effectively manage identified risks, seeking support where appropriate. ▪ Demonstrates provision of culturally safe and bicultural practice with tangata whaiora and their whānau. ▪ Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for tangata whaiora and/or whānau. ▪ Represents the service and / or individual tangata whaiora at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning. ▪ Completes documentation consistent with legal and organizational requirements. Adheres to any applicable recognized best practice for occupational therapy and any relevant clinical policies and practice guidelines. ▪ Provides advice, teaching and instructions to tangata whaiora, carer's, relatives and other professionals to promote consistency of support being delivered. ▪ Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision. ▪ Identifies unmet needs of patients and identifies potential solutions to address these needs. ▪ Demonstrates an understanding of the roles of the multidisciplinary team.
2. Teaching and Learning	<ul style="list-style-type: none"> ▪ Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements. ▪ Contributes to training within the team/service. ▪ Supervises, educates and assesses the performance of occupational therapy students. ▪ Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.

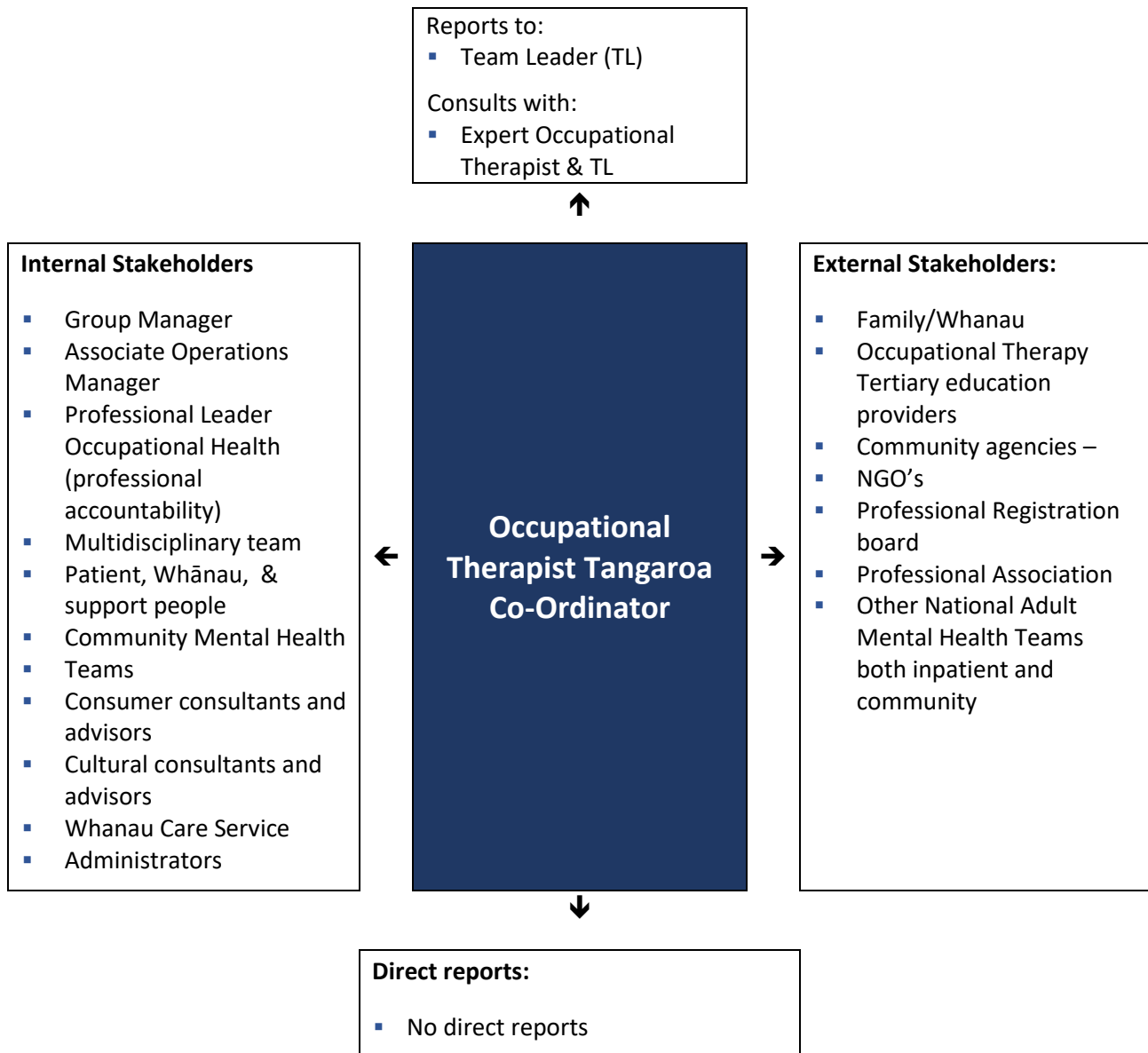
	<ul style="list-style-type: none"> ▪ Demonstrates the ability to critically evaluate research and apply to practice. Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. ▪ Be involved in the induction and training of newly appointed staff as required. Completes mandatory training as applicable for the role. ▪ Participates in an annual performance review and associated clinical assurance activities. ▪ Participates in regular professional supervision in line with the organizations requirements and/or professional body. ▪ Provides mentoring and clinical support and / or professional supervision where required.
3. Leadership & Management	<ul style="list-style-type: none"> ▪ Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested. ▪ Assists team leaders, OT Expert and professional leaders in clinical assurance activities of occupational therapy staff as requested. ▪ Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.
4. Service Improvement and Research	<ul style="list-style-type: none"> ▪ Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals. ▪ Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc. ▪ Develops and /or participates in regional / sub regional professional networks as appropriate to area of work. ▪ Establishes working partnerships with external organizations to promote integrated working. ▪ Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process. ▪ Practises in a way that utilizes resources (including staffing) in the most cost effective manner. ▪ Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.).

Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.

The following specific accountabilities apply in addition to what is described above.

Key accountabilities	Deliverables/Outcomes	Key Performance Indications/Measures
1. Quality and Risk	<ul style="list-style-type: none"> Contributes to the quality processes within the team/service 	<ul style="list-style-type: none"> Identifies risks, potential solutions and notifies manager of these Complies with guidelines, protocols and policies Complies with legal/legislative requirements Participates in team/service risk minimisation activities Complies with MHAIDS reportable events policy
2. Occupational Health & Safety	<ul style="list-style-type: none"> Complies with responsibilities under the Health & Safety in Employment Act 1992 	<ul style="list-style-type: none"> Has read and understood the Health & Safety policy and procedures; Actively supports and complies with Health &
2. Occupational Health & Safety		<p>Safety policy and procedures;</p> <ul style="list-style-type: none"> Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Team Work	<ul style="list-style-type: none">▪ Develops constructive working relationships with other team members;▪ Have a friendly manner and a positive sense of humour;▪ Works cooperatively - willingly sharing knowledge and expertise with colleagues;▪ Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments;▪ Supports in word and action decisions that have been made by the team;▪ Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
Quality and Innovation	<ul style="list-style-type: none">▪ Provides quality service to those who rely on one's work;▪ Looks for ways to improve work processes - suggests new ideas and approaches;▪ Explores and trials ideas and suggestions for improvement made by others;▪ Shows commitment to continuous learning and performance development.
Taking responsibility	<ul style="list-style-type: none">▪ Is results focussed and committed to making a difference;▪ Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected;▪ Adjusts work style and approach to fit in with requirements;▪ Perseveres with tasks and achieves objectives despite obstacles;▪ Is reliable - does what one says one will;▪ Consistently performs tasks correctly - following set procedures and protocols.
Communication	<ul style="list-style-type: none">▪ Practises active and attentive listening;▪ Explains information and gives instructions in clear and simple terms;▪ Willingly answers questions and concerns raised by others;▪ Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged;▪ Is confident and appropriately assertive in dealing with others;▪ Deals effectively with conflict.
Integrity and Trust	<ul style="list-style-type: none">▪ Is widely trusted;▪ Is seen as direct, truthful individual;▪ Can present the unvarnished truth in an appropriate and helpful manner;▪ Keeps confidences;▪ Admits mistakes;▪ Doesn't misrepresent him/herself for personal gain.
Customer Focus	<ul style="list-style-type: none">▪ Is dedicated to meeting the expectations and requirements of internal and external customers;▪ Gets first-hand customer information and uses it for improvements in products and services;▪ Acts with customers in mind;▪ Establishes and maintains effective relationships with customers and gains their trust and respect.

Competency	Behaviours
Priority Setting	<ul style="list-style-type: none"> ▪ Spends his/her time and the time of others on what's important; ▪ Quickly zeros in on the critical few and puts the trivial many aside; ▪ Can quickly sense what will help or hinder accomplishing a goal; ▪ Eliminates roadblocks; ▪ Creates focus.
Partnership with Maori	<ul style="list-style-type: none"> ▪ Understands the principals of Te Tiriti o Waitangi and how these apply within the context of health service provision; ▪ Applies the notion of partnership and participation with Māori within the workplace and the wider community; ▪ Promotes and participates in targeting Māori health initiatives by which Māori health gains can be achieved. Implements strategies that are responsive to the health needs of Māori.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Experience in working with tangata whaiora with severe mental health symptoms.
- Ideally an OT with community, physical health and inpatient mental health experience.
- Previous experience in a mental health day programme.

B. Essential Professional Qualifications / Accreditations / Registrations:

- NZ Registered Occupational Therapist with current annual practicing certificate.
- Member of Occupational Therapy New Zealand - Professional Association (desirable).
- Full drivers licence
- Self-motivated, enthusiastic, aware of own skill and limitations, has strategies for dealing with stress and knows when to seek advice.
- Have a strong rehabilitation, recovery focus to their approach.
- Ability to communicate clearly and effectively both written and verbally on all levels – practical, OT, client and leadership.
- Organisational and co-ordination skills.
- Ability to lead an effective team.

C. Someone well-suited to the role will place a high value on the following:

- Providing high quality care for tangata whaiora.
- A commitment and understanding of the te Tiriti o Waitangi (and application to health) and a willingness to work positively in improving outcomes for Māori.
- Working collaboratively with other clinicians.
- Ensuring that they follow through on their work.
- Delivering identified outcomes.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.