

Position Description

Position	Occupational Therapy Support Worker
Team / Service	Intellectual Disability Services
Directorate	Mental Health, Addiction & Intellectual Disability Service (MHAIDS)
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 Porirua, Kenepuru 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

Mission

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

Value

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

Wairarapa

Vision

"Well Wairarapa – Better health for all"

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.

Value

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

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

ID Forensic Services has adult, youth and community services. Haumietiketike is a regional intellectual disability secure forensic unit which has 11 beds. The Cottages have a total of 8 beds and are located next to Haumietiketike which is on the Ratonga-Rua-o-Porirua campus in Porirua.

Manawai is the national facility for adults with an intellectual disability and/or mental illness who have conditions of such severity that they have been subject to long-term hospital level care compromising their quality of life. It comprises of six beds within Individualised Service Units situated alongside Haumietiketike.

Hikitia Te Wairua is the national intellectual disability secure forensic youth unit which has 6 beds. Hikitia Te Wairua is co-located with the Youth Acute Inpatient Mental Health Inpatient Unit (Rangatahi) and the National Secure Youth Forensic Unit (Nga Taiohi) in the Centre of Excellence at Kenepuru Hospital.

The Community team provides two functions: as a Mental Health Intellectual Disability Team which provides assessment and treatment services in the Wellington region and consultation/liaison and training in the central region; and as a Consultation Liaison team which provides assessment and support in the central region to patients whose behaviour has resulted in legal proceedings.

Purpose of the role

Working under the direction and guidance of registered Occupational Therapists, you will work with the consumers enabling them to enhance their skills of daily living lost through intellectual disability and long term institutionalisation.

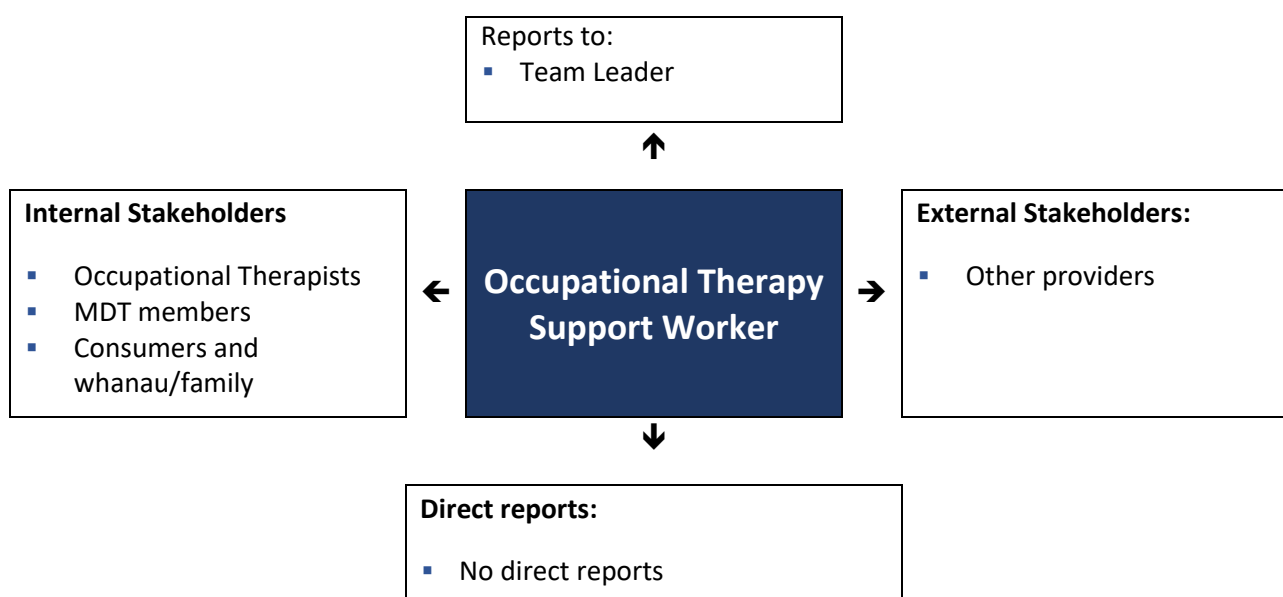
Key Accountabilities

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	Key Performance Indications/Measures
1. Contribute to treatment plan	<ul style="list-style-type: none"> Assess/identify consumers' current functionalities (psychosocial, physical, mental, etc); Attend multi-disciplinary team meetings and contribute to the development of consumer treatment plan. 	<ul style="list-style-type: none"> Feedback from MDT members.
2. Implement OT components of the treatment plan	<ul style="list-style-type: none"> Translate plan into small achievable steps; Motivate and support consumers to embrace plan and work to the plan; Adjust plan as appropriate to optimise improvement in functionalities. 	<ul style="list-style-type: none"> Evidence of consumers demonstrating incremental progress in their functionalities.
3. Maintain record	<ul style="list-style-type: none"> Maintain ongoing record of tasks undertaken with each consumer and results achieved. 	<ul style="list-style-type: none"> Random checks of consumer files; Visual observation of consumers.
4. Support maintenance of safe and hygienic physical environment	<ul style="list-style-type: none"> Identify and remove hazards; Activate emergency procedures when required; Work with team members to keep the unit/service clean and tidy; Check and maintain required equipment and supplies. 	<ul style="list-style-type: none"> Safety audits; Visual inspection by team members/TL.
5. Maintain cultural safety	<ul style="list-style-type: none"> Involve whanau and community as appropriate in execution of treatment plans; Plan activities with sensitivity to and reflection of consumers' cultural values. 	<ul style="list-style-type: none"> Feedback from consumers.
6. Self-development	<ul style="list-style-type: none"> Seek and receive regular supervision; Attend briefings and training courses as recommended. 	<ul style="list-style-type: none"> Evidence of receiving supervision; Evidence of up-skilling of self.

Key accountabilities	Deliverables/Outcomes	Key Performance Indications/Measures
7. Occupational Health & Safety	<ul style="list-style-type: none"> Safety Management; Injury Management. 	<ul style="list-style-type: none"> Hazard registers are complete and reviewed 6 monthly in consultation with staff; A reportable event and review is completed for work accidents; An Initial Needs Assessment (INA) is completed within 48 hrs of staff work injury notification .

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
Motivating others <i>Creates a climate in which people want to do their best and</i>	<ul style="list-style-type: none"> Creates a climate in which people want to do their best; Can motivate many kinds of direct reports and team or project members; Can assess each person's hot button and use it to get the best out of him/her; Pushes tasks and decisions down; Empowers others; Invites input from each person and shares ownership and visibility;

Competency	Behaviours
<i>which empowers others.</i>	<ul style="list-style-type: none"> ▪ Makes each individual feel his/her work is important; ▪ Is someone people like working for.
Self-knowledge <i>Has a well-developed sense of self and is open to feedback.</i>	<ul style="list-style-type: none"> ▪ Knows personal strengths, weaknesses, opportunities, and limits; ▪ Seeks feedback; ▪ Gains insights from mistakes; ▪ Is open to criticism; ▪ Isn't defensive; ▪ Is receptive to talking about shortcomings; ▪ Looks forward to balanced (+’s and –’s) performance reviews and career discussions.
Teamwork	<ul style="list-style-type: none"> ▪ Develops constructive working relationships with other team members; ▪ Has 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.
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.
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 Maori within the workplace and the wider community; ▪ Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved; ▪ Implements strategies that are responsive to the health needs of Maori.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Practical experience of working with people with intellectual disability and mental health issues;
- Experience in working under direction and guidance;
- Experience in working in a sensitive and confidential environment.

B. Essential Professional Qualifications / Accreditations / Registrations:

- At least NZQA level 4 or higher certificate or equivalent qualification.

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

- Has a caring and positive attitude towards people affected by a disability;
- Is a developer, sees the 'glass half full';
- Strong customer/client focus;
- Culturally sensitive.

D. Other:

- Current full driver's license.

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.