

Position Description

Position	Occupational Therapy Support Worker
Team / Service	Purehurehu Adult Forensic Inpatient Unit
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 Ratonga Rua o Porirua campus. From time to time as part of Variance Response you may be required to work in other areas.

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:

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

HEAD OFFICE - MHAIDS | Level 11, BNZ Tower, 14 Hartham Place,
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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 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
- 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
- Whakamaui – 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

The regional arm includes the Central Regional Forensic Mental Health Service, Youth Forensic Service and Rehabilitation and Extended Care inpatient Service. This position is located in the regional arm of Te Korowai-Whāriki includes the Central Regional Forensic Mental Health Service which operates at the interface between Mental Health Services and the Justice System and works within the following settings – prisons, courts, community, and inpatient. The Service offers assessment and rehabilitation services to:

- Defendants charged with criminal offences
- Offenders who have psychiatric illness

The Central Regional Forensic Mental Health Service provides the acute inpatient service which consist of Purehurehu (male only 15 bed unit) and Rangipapa (mixed gender 13 bed unit). Pukeko House is attached to Rangipapa unit. Pukeko house provides rehabilitation/recovery step-down facility for four tangata whaiora/service users within the inpatient forensic system.

Purpose of the role

Working under the direction and guidance of registered Occupational Therapists, you will provide effective and quality support and services to Tangata Whaiora/Consumers. To accept and carry out activities as delegated by the Occupational Therapist, Team Leader or their nominee. To ensure all duties are carried out to legal requirements and in a culturally safe manner.

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. Client Support	<ul style="list-style-type: none"> Support the development and maintenance of tangata whaiora / consumers lifestyle and participates and contributes as an integral team member. 	<ul style="list-style-type: none"> Under the direction of a health professional provides support and assists with recreational, social and vocational activities. Reports and records observations and information which is relevant to tangata whaiora/consumers / whanau. Provides support and appropriate advice to tangata whaiora/consumers / whanau. Communicates effectively with tangata whaiora/consumers, their whanau and other members of the team. When directed attends clinical /MDT meetings for tangata whaiora / consumers and contributes to treatment plan
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. Legal responsibilities	<ul style="list-style-type: none"> Works alongside health professional and/or other staff and maintains high quality standard. 	<ul style="list-style-type: none"> Maintains a high quality standard and professional approach to tangata whaiora/ consumer / whanau and others at all times. Receives regular supervision from Team Leader and/or clinical supervisor. Complies with Company policies and legislation relevant to the Service. Keeps appropriate records and provides statistics when required.
4. Environmental Safety	<ul style="list-style-type: none"> Supports the maintenance of a safe 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.

Key accountabilities	Deliverables/Outcomes	Key Performance Indications/Measures
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. Attend and complete all appropriate cultural safety training
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. Record of attendance at core competency trainings/required trainings
7. 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 & Safety policy and procedures. 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
Motivating others <i>Creates a climate in which people want to do their best and which empowers others.</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; 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
- An ability to structure meaningful activities to meet tangata whaiora / consumers level of ability
- Strong focus on empowering tangata whaiora/consumers

B. Essential Professional Qualifications / Accreditations / Registrations:

- At least NZQA level 3 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
- Strong customer/client focus
- Minimum entry level computing skills
- Problem solving skills

D. Other:

- Full current 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.