

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	Allied Health Co-ordinator – ED
Reports to	Heather Dods
Location	Wellington Regional Hospital
Department	Allied Health Inpatients
Date	07/09/2026
Salary band (indicative)ⁱ	SP
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:

Allied Health teams work across the continuum of care – in community settings, in outpatient clinics, and in inpatient wards, to support and enable people to live well.

The primary responsibility of the Allied Health Coordinator – Emergency Department is to identify, facilitate, and expedite response to, Allied Health referrals from the right service, at the right time, across the continuum of care.

This role will:

- Work alongside multidisciplinary teams in ED to identify patients who would benefit from AH input early, with the main goal of helping to prevent hospital admission and facilitate discharges seven days a week.
- Coordinate response to referrals to Allied Health specialties where specialist assessment and intervention is indicated, across the continuum of care
- Provide inter-professional screening where appropriate
- Support a discharge-first perspective for Allied Health clinicians across inpatient settings, through early identification of clinical criteria for discharge and key enablers to returning home
- Identify further opportunities for improvement and strengthening the Allied Health workforce through capturing unmet need for allied health intervention
- Provide clinical support, where safe and appropriate, to enable discharge from ED

- Utilises an interprofessional practice (IPP) model to undertake agreed shared clinical tasks within established competency frameworks and professional scope.

Key Result Area	Expected Outcomes / Performance Indicators
Co-ordination System navigation, workflow management, referral management, patient flow, service coordination.	- Facilitate timely Allied Health referral triage and response within ED. - Ensure patients are connected with the most appropriate Allied Health, community or support service at the right time across the continuum of care - Coordinate Allied Health service response to support achievement of ED Shorter Stays targets. - Improve patient flow through timely coordination of assessments, interventions, referrals and discharge planning activities. - Identify and escalate barriers to discharge, coordinating multidisciplinary actions required to support patient progression and safe discharge - Promote and embed a "discharge first" approach through early identification of discharge criteria and required supports. - Monitor referral demand, service gaps and unmet Allied Health need, contributing to service improvement initiatives and workforce planning - Reduce delays in Allied Health assessment and intervention through effective prioritisation, coordination and communication across services. - Foster effective communication and collaboration between ED, inpatient, ambulatory, community and Allied Health teams to support patient-centred care.
Interprofessional Clinical Practice Direct clinical activity, assessment, screening, education, documentation, and competency-based interventions.	- Completes interprofessional screening, assessment, intervention and information gathering to support safe and timely discharge planning. - Undertakes comprehensive collection and interpretation of relevant patient information from clinical records, previous services and patient/whānau interviews. - Assesses current function, mobility, transfers, and activities of daily living, social supports and environmental factors relevant to discharge planning. - Performs agreed competency-based mobility, transfer and functional assessments within the ED Allied Health Coordinator competency framework. - Completes frailty screening and contributes to risk identification and mitigation for vulnerable patients.

	• Undertakes basic cognitive screening, orientation assessment and functional cognition observations where competency requirements are met • Provides patient and whānau education, advice and signposting regarding community supports, equipment provision, falls prevention, disability services and other relevant services. • Facilitates referrals to appropriate community, rehabilitation, support and specialist services to support discharge and avoid unnecessary admission. • Completes clinical documentation in accordance with ED Allied Health Coordinator documentation standards and professional requirements. • Demonstrates advanced clinical reasoning, risk assessment and decision-making within scope and competency. • Recognises the limits of shared competencies, maintains professional boundaries and seeks consultation, escalation or discipline-specific assessment when required • Participates in competency maintenance, annual reassessment and ongoing professional development to support safe interprofessional practice.
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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.

Relationships

External	Internal
• Patients/Whanau • GP's and Primary Health • ACC • Enable New Zealand • HCSS provider agencies • NASC – Access Ability • Aged Residential Care facilities • Private community support agencies • Wellington Free Ambulance •	• Allied Health teams across IP, OP, and community services • AWHI Team • Professional Leaders • Profession specific clinicians/line managers • Nursing teams in ED including triage, flow, and nurse practitioners • ED SMOs • Geriatricians

About you – to succeed in this role

You will have

Essential:

- NZ registered Allied Professional with a current APC (as appropriate) and a minimum of 5 years clinical practice.
- Experience in implementing Te Tiriti o Waitangi in action
- Proven clinical leadership and coordination skills
- Outstanding interpersonal and communication skills
- Demonstrated experience in service, quality or process improvements
- Ability to work well in a fast paced environment

Minimum Qualification and Experience:

- 5 years or more of relevant clinical experience.
- Current full NZ driver's licence with ability to drive a manual and automatic car
- Proficiency in using technology within the workplace.
- A high standard of written and spoken English.

Desired:

- Experience working in Emergency Department and acute hospital allied health roles
- Knowledge of ACC and community rehabilitation process

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.
- Service delivery will require all team members to participate in a 7-day rostered service.

Desired:

- Demonstrate clinical leadership
- Demonstrate advanced problem-solving skills, judgement and clinical reasoning skills
- Demonstrate ability to develop and implement quality and service improvement initiatives
- 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.
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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.