

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	Speech Language Therapist
Reports to	Team Leader Community ORA Kapiti
Location	Kapiti
Department	Kapiti Older Adult Rehabilitation and Allied Health Service

Date:	07.09.2026
Salary band (indicative)ⁱ	Allied MECA Step 3 – 8
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 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.

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 and surgical 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, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. 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:

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.

Mission

Working together for health and wellbeing.

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

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

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. 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.

Team/Service Perspective

Service description

Older Adult, Rehabilitation and Allied Health (ORA) Services are provided to people of all ages in inpatient, outpatient and community settings. This role is part of the ORA Community service which works out of 3 community bases in Wellington, Porirua and Paraparaumu. These inter disciplinary teams work with all people who meet the eligibility criteria in the Capital and Coast District, which runs from Seatoun in Wellington to Peka Peka Road on the Kapiti Coast, and out to Horokiwi in the east of the district.

The Community ORA service provides specialised allied health, medical and nursing interventions including:

- Comprehensive assessment, treatment and if required, specialist rehabilitation for people with personal health conditions, or disabilities.
- Provision of assessment, treatment and if appropriate, rehabilitation for older people with complex needs.
- Timely responses to prevent avoidable admissions or support safe transitions from acute or sub-acute care
- Work with person and their family / whanau to understand the impact of and response to living with disability / health conditions
- Work with the person, family / whanau in identifying appropriate goals and providing education, support and interventions aimed at reversing or minimising impairment and self-managing their ongoing health and disability issues
- Provision of assessment and intervention for clients with a palliative diagnosis.
- Provide rehabilitation under specific ACC contracts – Training for Independence, Concussion services, ACC regulations, Wheelchair and Seating and Social Rehabilitation
- Provide accredited Equipment Assessments on behalf of Enable NZ for equipment, wheelchair and seating products and housing modifications
- Assessment for the need for hospital level care.
- Follow up assessment and intervention where indicated, for patients who live in residential care facilities and where there is potential to improve the person's function such that they could access a lower level of care.
- Advice to residential staff to assist in maintaining a client's level of function.

The primary purpose of the role is to:

Provide safe and clinically effective speech language therapy patient/client assessment and intervention, This community speech language rehabilitation role is based in the Kapiti Community ORA team and works with people living in the north Kapiti area (Pukerua Bay to Peka Peka).

As well as providing home visits, speech language therapists will also see patients in an outpatient setting as indicated. Group activity is encouraged where appropriate to do so.

The speech language therapist will work individually and alongside their IDT colleagues (including allied health assistants) with people who are experiencing communication and/or swallowing difficulties arising from a range of personal health conditions and disabilities including aphasia, progressive neurological conditions, respiratory conditions and those with mild to moderate dementia.

The speech language therapist is often one of several health professionals working across the health sector that interfaces with each person. The team aims to work collaboratively and seamlessly with other services to meet the person's needs, taking into account the principles of the New Zealand triple aim.

Clinical skills

Ora speech-language therapists understand the theory underpinning communication and acquired swallowing disorders and are able to demonstrate clinical reasoning when working with adults with communication and swallowing difficulties.

A speech-language therapist (third year of practice onwards) provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Practice	▪ Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding speech-language therapy intervention. ▪ Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team. ▪ Carries out comprehensive assessment with patients (and whānau where appropriate). This may include use of standardised assessments to assist in assessment and intervention planning. ▪ Formulates and delivers individualised speech-language therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider multidisciplinary team (MDT). ▪ Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. ▪ Assesses the patient's 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 patient / client's progress against identified goals and adjust intervention as situations change.

	- Refers on to other services to work with the patient/client towards achievement of longer term goals. - Develops comprehensive discharge / transfer plans as appropriate. - Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate. - Demonstrates provision of culturally safe and bicultural practice with patients and their whānau. Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau. - Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure speech-language therapy is integrated into the overall intervention (where appropriate) including discharge planning. - Completes documentation consistent with legal and organisational requirements. - Adheres to any applicable recognised best practice for speech-language therapy and any relevant clinical policies and practice guidelines. - Provides advice, teaching and instructions to patients, carers, 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.
Teaching & Learning	- Maintains competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This should comply with New Zealand Speech-language Therapists Association (NZSTA) continuing professional development requirements. - Contributes to training within the team/service. - Supervises, educates and assesses the performance of speech-language therapy students. - Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. - 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. - 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 organisations requirements and/or professional body. - Provides mentoring and clinical support and / or professional supervision where required.
Leadership and Management	- Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested. - Assists team leaders 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.
Service Improvement and Research	- 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 organisations 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 utilises 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.).

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.

Matters which must be referred

Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Inpatient Kenepuru and Wellington hospital AH staff • ACC • Iwi/Kaupapa Maori health providers • GP's/Practice nurses • Home and Community Support Service providers including Allied Health • District nurses	• Professional Leader Speech Language Therapy • Occupational Therapy • Liaison Nurses • Physiotherapy • Social Workers • Speech Language therapists • Dietitians • Allied Health • Neuropsychologist • Rehab Physician • Geriatrician • Registrar • Nurse Practitioner • Admin/team support

About you – to succeed in this role

You will have

Essential:

Knowledge, Skills & Experience:

- Minimum of 3 years clinical practice in a speech language therapy role working with clients with complex acquired communication and swallowing disorders;
- Able to:
 - identify when instrumental assessment is indicated and perform and interpret videofluoroscopic swallowing studies (minimum Level 2 NZSTA Videoflouroscopy Competency)
 - Work in conjunction with patient, family, MDT and other relevant support services to support a patient-centric approach to management of swallowing conditions
 - tease out the multiple factors influencing the wellbeing of the individual with complex dysphagia and able to clearly articulate those factors to the MDT, including the ethical implications, SLT role and management options
 - administer a range of formal and informal communication assessments
 - individual therapy, therapy delivered by an assistant, computer based activities or group attendance
 - maximise each individual's communication potential through impairment based treatment, functional therapy, supported communication or communication aids (e.g., low-tech AAC, voice amplifiers, etc)
- LSVT® certification
 - Knowledge of the COMPASS© assessment tool for students desirable
 - Training in supervision desirable
- Experience of:
 - promoting the Speech Language therapy role whilst working as part of a multi-disciplinary team
 - working under ACC rehabilitation contracts (e.g. Training for independence, Social Rehab, Concussion)
 - using "SMART" clinical goals to work in an integrated way with their multidisciplinary colleagues

Essential Professional Qualifications / Accreditations / Registrations:

- Relevant qualification in speech-language therapy that is recognised and approved by the New Zealand Speech-language Therapists' Association (NZSTA).

- Registered Member of NZSTA

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

- Focus on delivering high quality care for the patient/client/whānau.
- Self motivated in developing clinical and professional practice.
- A commitment and understanding of Te Tiriti o Waitangi and it's application to health; demonstrated ability to enable mana motuhake for Maori with clinical practice across the life-span.

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

Competency	Behaviours
Problem Solving	▪ Uses rigorous logic and methods to solve difficult problems with effect ▪ Probes all fruitful sources for answers ▪ Can see hidden problems ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at first answers
Priority Setting	▪ Spends his/her time and the time of others on what's important ▪ Quickly zeroes in on the critical few and puts the trivial many aside ▪ Can quickly sense what will help or hinder in accomplishing a goal ▪ Eliminates roadblocks ▪ Creates focus
Interpersonal Savvy	▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation ▪ Builds appropriate rapport ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
Communication	▪ 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 when own position is challenged. ▪ Is confident and appropriately assertive in dealing with others. ▪ Deals effectively with conflict.
Team Work	▪ 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 others ▪ Shows flexibility - is willing to change work arrangements or take on extra work 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
Self Development	▪ Personally committed to and actively works to continuously improve. ▪ Understands that different situations and levels may call for different approaches. ▪ Works to deploy strengths. ▪ Works on compensating for weakness and limits.

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:

- Current full NZ driver's licence with ability to drive a manual and automatic car (required for roles based in the community or where the role may be required to work across multiple sites).
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
- A high standard of written and spoken English.
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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.

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