

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	Community Mental Health Nurse
Reports to	Local Service Lead
Location	Paraparaumu
Department	Kapiti Community Mental Health team
Date	08/09/2026
Salary band (indicative)ⁱ	As Per MECA
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:

The Registered Nurse (RN) role is to meet the needs of people and whanau accessing our services using contemporary nursing care which is safe, appropriate and effective. The care is based on comprehensive assessment, ensures continuity, and is person/whānau centred, culturally appropriate and evidence-based. Quality improvement and patient safety is an important part of this role.

The RN will manage a caseload of clients, coordinating their care with the guidance of the MDT. This involves interface with NGOs and other MHAIDS services.

The RN will respond to the changing needs of the DHB, performing other tasks as required. The RN is expected to contribute to the implementation of District and nursing goals and values, and to promote Te Whatu Ora – Health New Zealand Capital, Coast and Hutt Valley as a centre of excellence for nursing practice.

Key Result Area	Expected Outcomes / Performance Indicators
Domain One: Professional responsibilities	Accepts responsibility for ensuring that their nursing practice and conduct meet the standards of the professional, ethical, and relevant legislated requirements;

Includes accountabilities for professional, legal, ethical responsibilities and culturally safety. These includes being able to demonstrate knowledge and judgement and being accountable for own actions and decisions, while promoting an environment that maximises patient safety, independence, quality of life and health.	• Demonstrates the ability to apply the principles of Te Tiriti O Waitangi The Treaty of Waitangi to nursing practice; • Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses, nurse assistants and others; • Promotes an environment that enables safety, independence, quality of life, and health for the person and whānau receiving care; • Practices nursing in a manner that the person and whānau determine as being culturally safe. •
Domain Two: Management of nursing care Includes accountabilities related to assessment and managing patient care, which is responsive to the person and whānau needs, and which is supported by nursing knowledge and evidenced based research	• Provides planned nursing care to achieve identified outcomes; • Undertakes a comprehensive and accurate nursing assessment of the patient in a range of settings; • Ensures documentation is accurate and maintains confidentiality of information; • Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options; • Acts appropriately to protect oneself and others when faced with unexpected responses, confrontation, personal threat or other crisis situations; • Evaluates the person's progress toward expected health outcomes in partnership with them; • Provides health education appropriate to the needs of the person and whānau within a nursing framework; • Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care; • Maintains professional development.
Domain Three: Interpersonal relationships Includes accountabilities related to interpersonal and therapeutic communication with people and whānau, other nursing staff and inter-professional communication and documentation	▪ Establishes, maintains and concludes therapeutic interpersonal relationships with patients and whanau; ▪ Practises nursing in a negotiated partnership with the person and whānau where and when possible; ▪ Communicates effectively with the patient and whānau, and members of the health care team.
Domain Four: Interprofessional health care and quality improvement	▪ Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care;

Includes accountability that as a member of the health care team, the nurse evaluates the effectiveness of care and promotes a nursing perspective within the interprofessional activities of the team	- Recognises and values the roles and skills of all member of the health care team in the delivery of care; - Participates in quality improvement activities to monitor and improve standards of nursing.
--	--

Health and Safety	Ensures that health and safety practice meets the requirements of Health and Safety at work legislation, applies the District policies and processes and contributes to a culture of safe practice.

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.

Culture and People Leadership

- Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.
- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.

- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.
- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

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
• Senior nursing team • Other members of the nursing and MDT • Patients / Whānau • ☐ •	• Chief Nursing Officer/Director of Midwifery • Nurse Directors • Workforce and Practice Development Unit • Learning, development and Research • Maori and Pacific Health Units • Disability Team • Centre of Clinical Excellence • Other District speciality Inpatient Teams • District Community Teams • Student Nurses • Volunteers • NGOs • Primary Health Care [insert internal relationships] •

About you – to succeed in this role

You will have

Essential:

- Registration with Nursing Council of New Zealand (NCNZ)
- A current Annual Practicing Certificate (APC) and scope appropriate to place of work
- Completion of an undergraduate (leading to registration) or post graduate program in mental health or intellectual disability nursing.
- Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in the nursing role
- A commitment to achieving equitable outcomes for Māori
- A personal commitment to on-going learning and development including attainment/maintenance of PDRP

	▪ Full drivers licence Experience in mental health
	Desired: Continued education relevant to practice
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: • Commitment to Te Tiriti o Waitangi • Living the District values • Respect and collaboration in practice • Delivering an exemplary standard of care • Practice informed by research evidence • Innovation and critical thinking • Commitment to sustainable practice •

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.