



POSITION DESCRIPTION

Position	Tāpuhi, Registered Nurse	
Reporting to:	Kaihautū, Mental Health and Addiction Services Manager Kaitātaki, Mental Health and Addiction Services Clinical Team Leader	
Team:	Mental Health and Addiction Services	
Hours of work:	40 hours per week, Monday to Friday	
Staff responsibility:	Nil	
Job purpose	To oversee the recovery and wellness journey tangata whai ora are receiving in the services and ensure the work nurtures the fundamental values of Tikanga Māori, Co Existing Problems and is clinically sound. To support the kaitūruki and kaimahi increase and use the skills and knowledge for the work they do.	
Accepted by:	Employee Signature:	Date:

Vision	Korowaitia Te puna waiora, hei oranga motuhake mō te iwi
Mission statement	To empower whānau into their future
Values	
<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

KRA 1: Nursing Practice
Use nursing knowledge and skills to ensure safe practice

Tasks:

- Work within the New Zealand Nursing Council (NZNC) nursing scope of practice
- Meet the four domains of nursing competencies at all times
- Have an up to date portfolio that is signed off by NZNC or that has been registered in a Professional Development and Recognition Programme or be working towards this
- Follow the New Zealand Nursing Council Code of Conduct
- Attend nurse specific meetings and education sessions as requested

KRA 2: Clinical Oversight
Oversee the work of kaitūruki in mental health and addiction services including rural iwi providers

Tasks:

- Provide or closely guide kaitūruki and kaimahi in the process of assessment, risk assessment, planning and review of the care plan.
- Know processes and pathways for mental, physical and alcohol and other drug clinical needs of tangata whai ora
- Monitor documentation standards, format and content
- Ensure kaitūruki and kaimahi access kaumatua, kuia, a Māori environment, rongoa Māori, speakers of the reo and tohunga for tangata whai ora and whānau
- Liaise and consult with GPs and other primary practitioners
- Liaise and consult with government and community agencies
- Respond and follow procedures for emergencies and urgent work
- Use personal development skills, CEP knowledge, experience and tools to enhance the recovery journey for tangata whai ora and whānau
- Attend relevant outpatient, multi professional teams and discharge planning meetings for tangata whai ora, with kaimahi and kaitūruki
- Ensure legislation, other statutory requirements, policy and procedures are followed

KRA 3: Teaching and education
Mentor and support the learning of kaitūruki and kaimahi

Tasks:

- Use all opportunities, formal and informal, to develop the CEP skills and knowledge of the kaimahi and kaitūruki
- Plan, deliver and review formal learning sessions
- Advise kaimahi, kaitūruki and their managers of areas needing development and options for this to happen
- Role model respect and tikanga in relationship building, engagement, and networking
- Facilitates “shared care” work and meetings with internal services

KRA 4: Client Information Management
Ensure client information and documentation is accurate and timely

Tasks:

- All administration and documentation is completed in accordance with service & organisational guidelines and within specified timeframes;
- Complete all reporting and communication requirements in a timely manner;
- Participate in quality improvement activities as required;
- Electronically record and evidence whānau goals and outcomes for reporting purposes

KRA 5: Supervision
Ensure safe practice to tangata whai ora and their whānau through actively participating in regular supervision

Tasks:

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor
- Ensure that all practice and case management issues are taken to supervision;

- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Comply with the requirements of the supervision contract
- Regularly reflect on own practice and make adjustments as necessary to ensure a quality service to whānau

KRA 6: Knowledge & Relationships

To stay abreast of developments and build strong community links that enhance the service provided to rangatahi and their whānau

Tasks

- Continuously build your knowledge base on the developments of the mental health and addictions sector to ensure whānau are receiving the best possible service
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- Actively participate in all team and one-on-one hui and workshops
- Develop and maintain key relationships across all sectors to support easier access to services when working with whānau

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development and in service training opportunities

The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, the job holder may be required to perform duties outside of their normal responsibilities as needed.

PERSON SPECIFICATION

Experience & Qualifications

- New Zealand Nursing Council Registered Nurse with current practicing certificate that allows practice in a mental health service
- Experience with working in mental health and/or addiction services
- Can use word processor for communication needs including word processing, emailing and internet research

Skills and Attributes

- Excellent facilitation and communication skills
- Understand and be committed to improving health for Māori
- Believes in and can implement a recovery and wellness approach
- Well organised and can prioritise
- Is acceptable to whanau, hapu and iwi and Māori community
- Is a life-long learner

Physical Attributes – Community based

- A medium degree of physical capacity is required as the work involves standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) both in an office environment and out in the community
- Visual ability sufficient to drive a motor vehicle, read accurately, write/record in a legible manner
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication

Other requirements of this position

- Current clean, full NZ driver's license
- Must be able to pass Te Oranganui background check process