

**POSITION DESCRIPTION:**

**Health Care Assistant – Golden Bay Community Health**

**KUPU WHAKATAKI - FOREWORD**

Nelson Bays Primary Health (NBPH) promotes and supports quality community health services, with an emphasis on keeping people healthy. Our vision is “Healthy people... healthy workforce... healthy community” – Kia piki te ora o ngā tāngata katoa.

Golden Bay is the geographically isolated north-west corner of the South Island with Kahurangi National Park to the south, Farewell Spit to the north, and the Abel Tasman National Park to the east. The amazing and picturesque 1,000 metre Takaka Hill with its State Highway 60 forms the link between Golden Bay and the wider Nelson-Marlborough region. The year-around population is about 5,500, with upwards of 15-20,000 during summer holidays.

Nelson Bays Primary Health (NBPH) leads and coordinates a range of primary health care services through its contracted General Practices and other Primary Health providers e.g. Māori Providers and NGOs, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with the Nelson Marlborough District Health Board (NMDHB) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

Under the management of Nelson Bays Primary Health, Golden Bay health services include the provision of primary care services (GPs/Practice Nurses) hospital services (acute inpatients and hospital-level residents) and rest home level care. This is also the base site for community District Nursing including home-based palliative care, Meals-on-Wheels, Physiotherapy, Child Health and Public Health Nursing and independent midwifery services. These are all delivered within the Golden Bay Integrated Family Health Centre facility which was completed in September 2013. This new building comes under the umbrella of the local Community Trust, Te Hauora O Mohua.

**HE KAUPAPA NUI - PURPOSE**

**The Health Care Assistant will carry out the care-giving role under the direction of a registered nurse. To provide support and assistance for members of the health care team in facilitating and maintaining efficient and effective service delivery**

**WHANAUNGATANGA - RELATIONSHIPS**

- **Reports to:** Hospital & Aged Care Nurse Leader
- **Internal Relationships:** General Manager, Golden Bay Community Health  
Nelson Bays Primary Health staff
- **External Relationships:** Patients/Relatives/Whanau  
Other organisations and businesses as appropriate

**TE WĀHI - LOCATION**

This position is located at Golden Bay Community Health.

**HAUORA WHAKARURUHAU - HEALTH AND SAFETY**

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its employees. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Nelson Bays Primary Health, the health and safety of yourself, all employees, colleagues and visitors are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is required that you report all accidents, incidents or potential hazards to your direct line supervisor.

**TE TIRITI O WAITANGI**

Nelson Bays Primary Health is committed to its obligations under Te Tiriti O Waitangi. As an employee you are required understand and implement Te Tiriti O Waitangi within your work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

<b>NGĀ WAAHANGA MATUA – KEY AREAS</b>	<b>NGĀ HAEPAPA - RESPONSIBILITIES</b>
1. Patients and visitors feel safe, secure and welcome in clean, uncluttered surroundings	<ul style="list-style-type: none"> <li>• To demonstrate professional behaviours with patients, visitors and other health professionals.</li> <li>• Patient, staff and visitor areas are kept clean, tidy and free of obstacles.</li> <li>• All rooms are kept tidy with excess equipment removed and stored appropriately.</li> <li>• Used linen is placed in bags and stored in the appropriate area.</li> </ul>
2. Allocated patient care tasks will be carried out as directed by the Registered Nurse or Rural Nurse Leader.	<ul style="list-style-type: none"> <li>• RNs will be assisted with bed-bathing, positioning and transferring of patients.</li> <li>• Patients will be assisted with basic non-complex activities of daily living e.g. showering / teeth cleaning, toileting.</li> <li>• Patients will be mobilized as directed.</li> <li>• When patient safety is compromised, will carry out ‘patient watch’ activities</li> <li>• Will assist with distributing meals, clearing up and feeding patients as required.</li> </ul>
3. Responds to activity level of facility. Works under the direction and supervision of the Registered Nurse.	<ul style="list-style-type: none"> <li>• Demonstrates flexibility and awareness of when to ask for assistance.</li> <li>• Demonstrates a willingness to accept guidance from nursing staff</li> <li>• Responds to patient call-bells promptly and relays concerns to RN</li> <li>• Discharge beds/equipment, and related areas will be cleaned and prepared for new use</li> <li>• Other equipment used by health professionals (Physiotherapy; Occupational Therapy) will be cleaned and</li> </ul>

	<p>prepared for new use when requested</p> <ul style="list-style-type: none"> <li>• Laundry is washed, dried, folded and put away when requested</li> <li>• When answering telephones, a polite, helpful manner is demonstrated and all messages are conveyed accurately and promptly</li> </ul>
4. Patient's dignity and privacy will be maintained during physical cares, discussions and in the relaying of messages.	<ul style="list-style-type: none"> <li>• No discomfort to patients will occur due to undue exposure or discussion of themselves or other patients.</li> <li>• Patient's right of privacy is respected in all situations. An understanding of the Privacy Act and 'Patient Code of Health and Disability Services Consumers Rights' is demonstrated</li> </ul>
5. Other duties as negotiated with your Manager.	<ul style="list-style-type: none"> <li>• Demonstrated compliance with obligations relating to Health and Safety; privacy/confidentiality; Code of Conduct</li> </ul>

**WHANONGA PONO – PRINCIPLES AND ATTRIBUTES**

- Is physically fit and able to perform the tasks set out in the Job Description.
- Is willing to be flexible in order to meet team and service needs.

**MĀTAURANGA ME NGĀ PUKENGA - EXPERIENCE AND KNOWLEDGE**

- National Certificate in Support of Older Persons or equivalent qualification required (or a commitment to undertake the appropriate course).
- Previous hospital or rest home experience an advantage.
- Has an understanding of biculturalism and the ability to demonstrate this in day to day work.
- Must be able to read and write English competently.
- High standard of interpersonal communication skills.
- Demonstrated ability to work as part of a team.
- Organisational and time management skills.
- Able to provide constructive and timely feedback.

<b>Signed by NBPH Employee:</b>	<b>Signed for an on behalf of the Employer:</b>
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____