

POSITION DESCRIPTION:

Marlborough Community Falls Prevention Coordinator

PAPAMURI - BACKGROUND

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.

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 non-government organisations, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with Te Whatu Ora (TWO) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

HE KAUPAPA NUI - POSITION PURPOSE

This position forms part of ‘Live Stronger for Longer’ nationwide programme (www.livestronger.org.nz) which has the overall aim of reducing falls and fractures for those over 50 years of age.

The ‘Live Stronger for Longer’ programme has been developed jointly by ACC, the Ministry of Health and the Health Quality and Safety Commission. It includes the Community Group Strength & Balance programme, an ‘in-home’ programme and a fracture liaison service.

The Community Group Strength & Balance programme supports the growth of our regions approved provider network (<https://www.livestronger.org.nz/home/find-class/find-a-class-near-you/>). Providers who meet nine evidenced-based criteria for strength and balance, are eligible to use the ACC ‘tick’ of approval.

The Marlborough Community Falls Prevention Coordinator role has a focus on training, coordination and will work closely with the NBPH Community Falls Prevention Coordinator leading Nelson Bays Primary Health response to quality community-based Falls Prevention services in the Marlborough region.

WHĀINGA TŪRANGA - POSITION OBJECTIVES

- Develop and support a network of ‘Approved’ Community Group Strength & Balance (CGSB) classes across the Marlborough region.
- Assess and issue the tick of approval to exercise group leaders that meet the nine evidenced-based criteria
- Train and support group leaders in strength & balance exercises and safe delivery of classes
- Respond to referrals and deliver Upright & Able, a community falls prevention group education session that builds knowledge and confidence to avoid or prevent falls
- Work in partnership with community, build participation rates and relevance, while protecting and respecting all older adults no matter what their beliefs or cultures are.

WHANAUNGATANGA - RELATIONSHIPS

- **Reports to:** Health Promotion Manager
- **Internal Relationships:** Community Falls Prevention Coordinator (Nelson)
Health Promotion team
NBPH staff
- **External Relationships:** ACC
St John
Older adult exercise instructors
Marlborough Primary Health
Nelson Marlborough Allied Health
Age Concern and other older adult organizations
Maori Health Providers
Primary Care providers
Consumers
Other relevant stakeholders

TE WĀHI - LOCATION

This is a fixed term part-time position. It involves regular visits and connection to community group classes and other community agencies in the Marlborough region. Administration work could be performed at the employee's residence in Marlborough or at the Nelson Bays Primary Health office in Nelson, dependant on the employee's place of residence. Regular visits to the NBPH office would be expected.

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 the Treaty of Waitangi. All employees are required to understand and implement the Treaty of Waitangi within their work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

NGĀ MAHI MATUA - KEY TASKS	NGĀ HAEPAPA - RESPONSIBILITIES
SERVICE DELIVERY	<ul style="list-style-type: none"> • Coordinate the provision of ‘the tick of approval’ for community group strength & balance classes as per the nine evidenced-based criteria (see https://www.livestronger.org.nz/assets/Uploads/ACC7808-Approved-Community-Strength-and-Balance-Classes.pdf) • Support the existing network of approved group leaders to ensure classes continue to meet the 9-evidenced-based criteria and monitor progress using a Plan Do Study Act (PDSA) cycle of improvement • Coordinate and/or deliver relevant Instructor training (train the trainer model) • Maintain and manage the instructor funding application process as required • Maintain and keep updated: <ul style="list-style-type: none"> - ACC website (https://www.livestronger.org.nz/home/find-class/find-a-class-near-you/ for approved classes in our region) - the CGSB Tool Kit - the approved class brochure for Marlborough • Work in partnership with: <ul style="list-style-type: none"> - the TWO’s In-Home falls prevention team for triaging of referrals - the Fracture Liaison Service - the Nelson Community Falls Prevention staff - the wider health promotion team for delivery support and onward referrals - The general practice teams for promotion of referrals • Respond to referrals for Upright & Able in a timely manner • Coordinate and deliver Upright & Able group sessions • Comply with all ACC and NBPH reporting obligations • Any other duties as required by NBPH CE
QUALITY IMPROVEMENT/AUDIT ACTIVITY	<ul style="list-style-type: none"> • Comply with all legal responsibilities such as: Health & Safety in Employment Act, Privacy Act and Consumers Guarantee Act • Utilise sound community development and group leadership principles in programme delivery and evaluation • Have an awareness and act upon potential or actual risk / safety issues and follow NBPH Health & Safety Guidelines and reporting obligations • Demonstrate willingness and involvement in quality activities to achieve service and organizational objectives in an innovative manner • Contribute to the team environment in which performance can be improved or enhanced, and objectives and plans can be achieved to a high-quality standard • Utilise best-practice and evidence-based approaches in all aspects of work • Take all opportunities to obtain new skills and competencies which will enhance delivery of service

	<ul style="list-style-type: none"> • Take personal responsibility for making things happen
REDUCING HEALTH INEQUALITIES	<ul style="list-style-type: none"> • Identify and work towards reducing barriers to increase participation for Maori, Pacific and other vulnerable groups; • Support the health and social wellbeing of clients accessing the services with onward referrals as necessary and support the reduction in health disparities and inequalities.
NGĀ TIKANGA MĀORI	<ul style="list-style-type: none"> • Utilise Te Reo whenever possible; • Attend to cultural practices of Māori, such as Te Reo, Mihi, Pepeha, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga; • Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, General Practices and community agencies; • Tino Rangatiratanga is encouraged in all professional relationships; • Undertake ongoing development and training in cultural development and/or through cultural competency training requirements.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Health & Safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment • Demonstrates an understanding of risk management, identifying emerging risks and ensuring risk mitigation action plans are developed and followed • Maintain familiarity with and active involvement in the identification and management of Health and Safety. Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work-related environments
POLITICAL AND ADVOCACY SKILLS	<ul style="list-style-type: none"> • Work positively, sensitively and constructively with all staff, members and community representatives to secure positive ongoing primary health outcomes and relationships • Maintain strict confidentiality

TOHU ME TE WHEAKO - QUALIFICATIONS AND EXPERIENCE

Essential

- A strong understanding of the Falls Prevention principles and evidenced-based interventions such as the Otago Exercise Programme
- An Exercise (Sport & Recreation) qualification with instructing experience
- Experience in working with older adults and community development
- Experience of self-management and adult education principles
- A full and current driver's license

Preferred

- Knowledge of our community and/ or existing community resources
- Experience in a primary care setting
- Experience in leading and managing complex service delivery

NGĀ PUKENGĀ ME NGĀ HUANGA - SKILLS AND ATTRIBUTES

- Empathetic, respectful and awareness of the ageing process
- Experience in group facilitation
- Excellent communication skills
- Excellent organisational skills with the ability to follow a task through to completion
- Ability to work across and be respectful of diverse cultures and communities
- Able to work effectively and independently as well as part of a multidisciplinary team
- Sound problem-solving skills
- Open to change to better meet the needs of those we serve
- Skills in public speaking and demonstrates knowledge of information and communication technology, including Microsoft Office.

Signed by NBPH Employee:

Name: _____

Signature: _____

Date: _____

Signed for an on behalf of the employer:

Name: _____

Signature: _____

Date: _____