



	<b>POSITION TITLE</b>	<b>Kaiāwhina</b>		
	<b>DIRECTORATE</b>	Communities Women and Children	<b>DEPARTMENT</b>	Community Oral Health
	<b>REPORTING TO (operationally)</b>	Manager Oral Health & Child Development Services	<b>REPORTING TO (professionally)</b>	TBC
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role is focused in the Napier – Hastings the Hawke’s Bay District Health Board (HBDHB). Services may be required in both Central Hawke’s Bay and Wairoa regions intermittently.</p>			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>▪ To recognise and contribute to the delivery of the Hawke’s Bay Health sector vision, values and behaviours.</li> <li>▪ To provide advocacy and support to tamariki, their whānau and tangata whaiora to engage with Oral Health services.</li> <li>▪ To apply specific knowledge and skills to work effectively with tamariki and their whānau, delivering services focused on prevention and promotion of Oral Health both to individuals and the wider Community</li> <li>▪ To develop a wide knowledge of services, establishing relationships with the networks of health, education and social service providers involved with tamariki, rangatahi and tangata whaiora.</li> <li>▪ As an active Oral Health Team member support the cultural responsiveness of the service delivery, with a real focus on addressing equity</li> <li>▪ To prioritise a focus on patient safety and quality of care and processes within the Oral Health Service for tamariki / tangata whaiora and their whānau.</li> <li>▪ To comply with the standards set by the NZ Dental council around cross infection, privacy and informed consent</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Practice - Te Mahi Haumanu</b></p> <ul style="list-style-type: none"> <li>▪ Utilises information available to prioritise tamariki/tangata whaiora and their whānau to enable appropriate allocation of referrals and workload with across the team. Demonstrates ability to organise workload and accept responsibilities for outcomes and outputs</li> <li>▪ To manage, maintain and improve the dental health of a group of tamariki/tangata whaiora and their whānau.</li> <li>▪ Completes health record documentation consistent with legal, professional and organisational requirements within the working day.</li> <li>▪ Identifies unmet needs of patients and identifies potential solutions to address these needs.</li> <li>▪ Provides teaching and coaching with tamariki, their whānau and other professionals to promote health literacy ensuring engagement, participation and understanding alongside accurate and consistent dental health messages</li> <li>▪ Demonstrates an understanding of the roles and contributions of the members of the wider health teams, collaborating with the Oral Health Service.</li> <li>▪ Demonstrates an awareness of health inequalities, with evidence of implementing actions towards reducing these for the tamariki/tangata whaiora and their whānau.</li> <li>▪ Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</li> <li>▪ Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe tamariki/tangata whaiora interventions and maintaining service delivery.</li> </ul> <p><b>Teaching and Learning - Ako Atu, Ako Mai</b></p> <ul style="list-style-type: none"> <li>▪ Completes mandatory training as applicable for the role.</li> <li>▪ Leads, contributes to and participates in training within the team/service.</li> <li>▪ Participates constructively in an annual performance review and associated clinical assurance activities.</li> <li>▪ Participates in professional supervision in line with the organisational professional and regulatory requirements.</li> </ul> <p><b>Leadership and Management - Te Ārahi me te Whakahaere</b></p> <ul style="list-style-type: none"> <li>▪ Attends and contributes positively to relevant department, clinical and team meetings, leading and facilitating such meetings as required.</li> <li>▪ Assists Oral Health Leadership Team in clinical assurance activities of service delivery.</li> </ul>			

	<p><b>Service Improvement and Research - Te Whakapai Ratonga me te Rangahau</b></p> <ul style="list-style-type: none"> <li>Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include new care pathways / treatment protocols, interventions, standards of practice etc.</li> <li>Develops and /or participates in regional / sub regional professional networks as appropriate to area of work.</li> <li>Establishes working partnerships with both internal and external services / organisations to promote integrated working.</li> <li>Contributes to annual planning process, including identifying gaps in service and participating in activities that may result from the planning process.</li> <li>Practises in a way that utilises resources (including staffing) in the most cost effective manner to facilitate the optimal tamariki / whānau outcomes.</li> <li>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.).</li> </ul>	
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>Not to do anything that puts your own H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S at risk</li> <li>To follow all health and safety policies and procedures</li> <li>To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Oral Health Service</li> <li>CW&amp;C Leadership Team, including Oral Health Clinical Director</li> <li>Te Wāhanga Hauora Māori HBDHB</li> <li>Allied Health Professionals, Professional Advisor &amp; Director of Allied Health</li> <li>Other teams relevant to supporting the Tangata Whaiora and whānau journey including Public Health Nurses, Population Health Oral Health Advisor and the Adolescent Oral Health Coordinator</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Tamariki, whānau &amp; tangata whaiora</li> <li>Education Providers, Schools and Early Childhood Centres including Kohanga Reo</li> <li>Community Services and Agencies</li> <li>All other Health Providers, including PHO, GPs Plunket, Tamariki Ora, Dentists &amp; Māori Health Providers</li> <li>New Zealand Dental Assistants Association</li> </ul>
<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>Active participation in service area decision making including initiatives to strengthen interventions and engagement practices with Māori, (whānau, hapū and iwi) and integrating Māori models of healthcare.</li> <li>As unregulated health care worker, works under the direction and delegation of Clinical Director Oral Health when undertaking preventative clinical work.</li> </ul>	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p>In accordance with the Allied, Public Health and Technical Multi Employer Collective Agreement (MECA) \$53,214 - \$56,454 gross per annum according to qualifications and experience pro rata for hours worked.</p>	
<b>DATE</b>	<p>April 2020</p>	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<p>N/A</p>	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>Effectively managing time and prioritising workload to ensure project work is completed within the agreed time.</li> <li>Ensure smooth and effective pathway for tamariki/rangatahi/whānau/kaumatua referred to the service to ensure barriers to services are reduced</li> <li>Competent engaging and addressing cultural needs of the Consumer and whānau</li> <li>A strong emphasis on improving services &amp; reducing inequities for Māori whānau, hapū and iwi</li> <li>Supports a holistic approach within a progressive service to better enable collaborative relationships and integrated pathways</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Year 11 – NCEA Level 1 English and Maths (or equivalent)
- NZQA Level 3 (or equivalent)
- Unendorsed clean current NZ driver license

### Experience

- Proven customer service skills

### Business / Technical Skills

- Competent computer skills
- Ability to maintain effective records

### Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly

### Key Attributes

- Strong interpersonal skills, with an ability to develop rapport with stakeholders, tamariki/tangata whaiora and their whānau
- Focus on delivering high quality intervention for the tamariki/tangata whaiora and whānau.
- Ability to work well autonomously and as part of a team
- Professional appearance and a pleasant positive co-operative manner.
- Excellent oral and written communication skills.
- Respect for the confidentiality and sensitivity of information
- Accepts responsibility, ability to organise, set priorities and monitor performance.
- Awareness of the role of in addressing inequalities
- Strong cultural awareness and understanding of diverse cultural and socio-economic groups, incl. Māori and Pacific.
- Enthusiastic and keen to learn with demonstrated ability to self-motivate and use initiative

### Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

### Physical requirements for role:

Agility	Able to kneel Able to get 1 knee up on bed Able to squat Able to raise arms above head Able to reach arms out in front
Fitness	Able to walk up 2 flights of stairs without stopping
Strength	Able to do at least 3 half press ups (i.e. on knees)

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination.

## DESIRABLE CRITERIA

### Experience

- Experience working directly with consumers and whānau
- Experience working in a child-centred environment
- Healthcare experience
- Awareness of health promotion and the Ottawa Charter.

### Business / Technical Skills

- Experience working in a busy environment requiring robust organisation skills, time management and efficient communication skills.
- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.