

Position Description

Position	Occupational Therapist
Team / Service	Child Development Service Hutt Valley (HV)
Directorate	Women's and Children's
District	Capital, Coast & Hutt Valley
Responsible to	Manager Child Development Service Hutt Valley
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Child Development Service Hutt Valley Hutt Hospital and be available to support services across the area

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast (CC) & Hutt Valley (HV) district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects,

Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

The Child Development Service (CDS) is a multidisciplinary allied health team providing specialist developmental assessment, diagnosis and intervention for children with disabilities and/or developmental delays. The team works within a transdisciplinary model, using a holistic approach to enable children to reach their maximum potential within their families and extended environment.

The team is comprised of the following disciplines: Speech Language Therapists, Visiting Neurodevelopmental Therapists, Occupational Therapists, Physiotherapists, Clinical Psychologists, Clinical Coordinator, Therapy Assistant, ASD Coordinator, Manager and Administrator. Developmental Paediatricians hold clinics in CDS and allied health staff work with them to complete developmental assessments

Wherever possible the disciplines work closely with each other to provide integrated care for the children and families we see. The team has strong relationships with other areas of the District, including Children’s Health Service and the Allied Health Therapies teams. Team members also work collaboratively and liaise with colleagues in the Education sector and other agencies where necessary.

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Funding for the team is from Ministry of Social Development Service via Te Whatu Ora

Purpose of the role

The occupational therapist will work as part of the CDS occupational therapy team, in profession specific assessment and intervention and as part of the multidisciplinary team. To safely and effectively meet the needs of the people we work with, an Occupational Therapist in this position will need a broad range of skills while working in an outpatient or community setting to assist individuals and families to manage the impact of diagnosis and/or long-term health and disability conditions.

The occupational therapist will have an understanding of and apply the theories/models of occupation within their clinical reasoning to assist children and their families to achieve their optimal occupational performance and engagement in daily life roles

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Clinical practice	<p>Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention.</p> <p>Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team.</p> <p>Carries out comprehensive assessment with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.</p> <p>Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the</p>

Key accountabilities	Deliverables / Outcomes
	<p>patient's own goals and those of the wider multidisciplinary team (MDT).</p> <p>Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</p> <p>Assesses the patient's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties).</p> <p>Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</p> <p>Refers on to other services to work with the patient/client towards achievement of longer term goals.</p> <p>Develop comprehensive discharge / transfer plans as appropriate.</p> <p>Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.</p> <p>Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</p> <p>Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau.</p> <p>Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning.</p> <p>Completes documentation consistent with legal and organisational requirements.</p> <p>Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines.</p> <p>Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</p>

Key accountabilities	Deliverables / Outcomes
	<p>Responsible for assessment and prescription of short term equipment, longer term equipment funded by Enable NZ and/or Accessable and minor structural and/or safety adaptations to the patient's home.</p> <p>Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</p> <p>Identifies unmet needs of patients and identifies potential solutions to address these needs.</p> <p>Demonstrates an understanding of the roles of the multidisciplinary team.</p>
2. Teaching and Learning	<p>Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.</p> <p>Contributes to training within the team/service.</p> <p>Supervises, educates and assesses the performance of occupational therapy students.</p> <p>Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</p> <p>Demonstrates the ability to critically evaluate research and apply to practice.</p> <p>Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.</p> <p>Be involved in the induction and training of newly appointed staff as required.</p> <p>Completes mandatory training as applicable for the role.</p> <p>Participates in an annual performance review and associated clinical assurance activities.</p> <p>Participates in regular professional supervision in line with the organisations requirements and/or professional body.</p>

Key accountabilities	Deliverables / Outcomes
	Provides mentoring and clinical support and / or professional supervision where required.
3. Leadership and management	<p>Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.</p> <p>Assists team leaders and professional leaders in clinical assurance activities of occupational therapy staff as requested.</p> <p>Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.</p>
4. Service improvement and research	<p>Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals.</p> <p>Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.</p> <p>Develops and /or participates in regional / sub regional professional networks as appropriate to area of work.</p> <p>Establishes working partnerships with external organisations to promote integrated working.</p> <p>Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</p> <p>Practises in a way that utilises resources (including staffing) in the most cost effective manner.</p>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance ▪ Cultural competence is grown across the team, supporting inclusion and partnership.
6. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature ▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. ▪ Maintain a proactive culture of Health & Safety supported by systems.

Competency	Behaviours
	<ul style="list-style-type: none"> • Can quickly sense what will help or hinder in accomplishing a goal • Eliminates roadblocks • Creates focus
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact • Can diffuse even high-tension situations comfortably
Communication	<ul style="list-style-type: none"> • Practises active and attentive listening. • Explains information and gives instructions in clear and simple terms. • Willingly answers questions and concerns raised by others. • Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. • Is confident and appropriately assertive in dealing with others. • Deals effectively with conflict.
Team Work	<ul style="list-style-type: none"> • Develops constructive working relationships with other team members. • Has a friendly manner and a positive sense of humour. • Works cooperatively - willingly sharing knowledge and expertise with colleagues. • Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments. • Supports in word and action decisions that have been made by the team
Self Development	<ul style="list-style-type: none"> • Personally committed to and actively works to continuously improve. • Understands that different situations and levels may call for different skills and approaches. • Works to deploy strengths. • Works on compensating for weakness and limits.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Sound knowledge of the neurodevelopmental norms and ages and stages of children
- Extensive knowledge of assessment, treatment and intervention techniques used in a child development setting relating to ADL's, fine motor and sensory processing.
- Evidence of knowledge and application of habilitation/rehabilitation, functional, and cognitive approaches to assessment and intervention
- Previous experience or willingness to provide intervention/ education in a group or seminar setting.
- Demonstrates evidence of advanced clinical reasoning in the management of patient care
- Demonstrates the ability to set "SMART" clinical goals for patient interventions
- Knowledge to apply for / or already be an approved assessor with Accessable and Enable NZ in:
 - Wheeled Mobility and Postural Management Levels 1 and 2
 - Personal cares and household management
- Knowledge to apply for or already be Enable Credentialed for Housing Modifications, basic and complex

- Demonstrates evidence of effective self-management including time, prioritisation, clinical caseload and the ability to identify and handle stressful situations
- Understands the professional and legal responsibilities of clinical practice
- Demonstrates evidence of understanding and application of continuing professional development requirements outlined by the Occupational Therapy Board
- Demonstrates the use of effective professional written and oral communication strategies with patients, carers and members of the MDT

B. Essential Professional Qualifications / Accreditations / Registrations:

- NZ Registered Occupational Therapist with current annual practicing certificate.
- Member of Occupational Therapy New Zealand - Professional Association (desirable).

C. Desirable

A good knowledge of formal and informal child assessment tools such as;

- Developmental Test of Visual Perception
- Movement Assessment Battery for Children
- Sensory Processing Measure
- Sensory Profile
- Experience in working in a Child Development Service
- Training in the administration of Autism Diagnostic Observation Schedule (ADOS)
- Willingness and ability to learn to administer any new assessment tools
- Evidence of participation in relevant post graduate training

D. Someone well-suited to the role will place a high value on the following:

- Focus on delivering high quality care for the patient/client/whānau.
- Self-motivated in developing clinical and professional practice.
- Using reflective practice as a tool for growth and development
- Promoting occupational therapy whilst working as part of a multi-disciplinary team
- Effective liaison with internal and external stakeholders to promote best outcomes for children and their family/whanau

Other:

- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Current full NZ driver's licence with ability to drive a manual and automatic car
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
- A high standard of written and spoken English.

**Ma tini, ma mano, ka rapa te whai
By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.