	POSITION TITLE Health Care Assistant (HCA)			HCA)	
HAWKE'S BAY District Health Board Whakawāteatia	1 03111011 111122				
	DIRECTORATE	Community, Women and Children	DEPARTMENT	Community Nursing	
	REPORTING TO (operationally)	Clinical Nurse Manager – Community Nursing	REPORTING TO (professionally)	Clinical Nurse Manager – Community Nursing	
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role supports all areas covered by the Community Nursing Services, Hawke's Bay District Health Board (HBDHB)				
PURPOSE OF THE POSITION	To provide clinical, technical and clerical support to the nursing team and other staff working within the Community Nursing team.				
	To ensure and prioritise a focus on patient and staff safety and quality relating to care and processes.				
KEY DELIVERABLES	Clinical Support				
	 By assisting in the provision of patient care and related activities as delegated by the Registered Nurse (RN). 				
	o By treating patients with respect and dignity and with confidentiality				
	o By completing tasks (once appropriately trained), and as approved in the HBDHB task list.				
	Ensuring patient comfort				
	Managing consumables ordering, storage and delivery				
	Ensuring all organisational mandatory compliance training requirements have been achieved				
	To complete specific technical tasks once training has been completed (and approved by CNM or delegate) as described in the department task list				
	Administration and Clerical Support				
	 Photocopying/faxing/scanning of documents or other health record management requirements as delegated 				
	o Ensuring privacy of patients records				
	Delivery of documentation to other areas				
	Other specific administration / clerical tasks as delegated				
	Managing stationery and supplies				
	Technical Support				
	o Ensures equipment cleaned and stored as appropriate				
	Reports faulty equipment in appropriate manner				
	Ordering and managing supplies and consumable deliveries				
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:				
	Not to do anything that puts your own H&S at risk				
	Not to do anything that puts others H&S at risk				
	To follow all health and safety policies and procedures				
	To follow all reasonable health and safety instructions				
	(You have the	right to cease work if you believe	e that you, or others, a	re at risk of serious harm).	
KEY WORKING RELATIONSHIPS	INTERNAL		EXTERNAL		
	Patients/Consu	ımer/Tangata Whaiora	Other service pro	oviders	
	Clinical Nurse	Manager / Associate Nurse	Primary and NG0	O sector	
	Manager		Regional/other D	DHB services	
		nent nursing team			
		ational Nursing teams			
		and Midwifery Officer			
	Allied Health St	taff			
	Medical Staff				
	Other team me	embers			
	Administration	staff			
	Procurement s	taff			

DELEGATION AND DECISION	Care Associates, as unregulated health care workers, work under the direction and delegation of registered nurses / midwives.
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) \$40,382 - \$48,003 gross per annum according to qualifications and experience pro rata for hours worked.
DATE	April 2020

ESSENTIAL CRITERIA

Qualifications

- New Zealand Certificate in Health and Wellbeing (Level 3)
 Health Assistance OR
- Actively on this qualification pathway <u>OR</u> commitment to commence this qualification within two months of employment

Experience

- Understanding of the needs of other cultures, including lifestyle, spiritual beliefs and choices of others
- Ability to accept and respond to direction
- Sensitive to the needs of patients, staff and the public
- Ability to make an effective team contribution to ensure excellent teamwork is supported
- Proven ability to communicate effectively; verbal and written
- Proven customer service skills
- Proven ability to adapt within a changing environment
- Ability to maintain confidentiality
- Computer and telephone skills
- Current unendorsed Driver's License

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: -

- 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
- Able to walk up 2 flights of stairs without stopping
- 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

Business / Technical Skills

- Knowledge of ECA (patient management system)
- Knowledge of MedTech (patient management system)



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.

AKINA 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.