

JOB DESCRIPTION

Mental Health Auxiliary Worker Mental Health and Addiction Services

Position Title:	Mental Health Auxiliary Worker
Organisation Unit:	Inpatient Unit and Whangarei Sub Acute, Mental Health and Addiction Services
Location:	Tumanako Inpatient Unit and He Manu Pae Sub Acute Unit, Northland District Health Board
Responsible to:	Clinical Nurse Manager, Inpatient Unit, Mental Health and Addiction Services, Northland District Health Board
Primary Functions of the Position:	<p>To support a patients recovery by fostering the development of skills to function independently on discharge.</p> <p>To provide a supportive ward environment for patients.</p> <p>To be an effective member of the multi-disciplinary team.</p>

Functional Relationships

The Mental Health Auxiliary Worker will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none">• Service Manager• Clinical Nurse Manager• Clinical Nurse Co-ordinator• Allied Health Team Leader• All members of the multi-disciplinary team• Community Mental Health Staff• Consumer Advisors	<ul style="list-style-type: none">• Non-Government Organisations and other community groups• Clients and their families/whanau



Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Mental Health Auxiliary Worker encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Activities of daily living
- Provision of a safe ward environment
- Communication and Teamwork
- Safeguard the rights of patients
- Quality Assurance
- Personal development
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training

Key Responsibility Area	Expected Outcomes
Activities of daily living	<ul style="list-style-type: none"> • Oversee clients in relation to personal hygiene and maintenance of a tidy ward environment, and report on the capability of individual patients in relation to these activities. • To oversee meals including preparation of same and encourage patients to participate in these activities. • Oversee the tidiness of the ward environment and encourage the participation of patients in routines to maintain a clean and tidy ward environment. • Identify specific interests of clients and ensure these interests are included in the development of daily and weekly ward programmes. • Ensure patients who have escorted leave status are able to go on at least one ward outing a day. • Undertake hourly rounding of patients and attend to any questions or needs that patients identify during this process. • Support ward meetings and the activity programme.
Provision of safe environment for clients	<ul style="list-style-type: none"> • Monitor the whereabouts of patients. • Ensure patient leave policies and procedures are followed. • Utilise de-escalation techniques including sensory techniques to prevent the need for seclusion whenever possible. • Assist with the provision of specials for patients who are at risk of harming themselves. • Monitor patients who return to the ward for any unsafe items, and ensure property protocols are followed. • Report any environmental hazards and potentially unsafe situations to the charge nurse. • Ensure all interactions with clients, their whanau and other members of the health team mirror the values of NDHB. • Report any behaviours of a patient that are of concern to the allocated nurse.
Communication and Teamwork	<ul style="list-style-type: none"> • Assist to create an environment that is therapeutic, positive and conducive to the recovery of patients. • Encourage clients and whanau to have input into the ward environment. • Participate in ward meetings, and provide constructive criticism when appropriate.
Safeguard rights of patients	<ul style="list-style-type: none"> • Adhere to Northland District Health Board, Mental Health Service and Unit policies. • Maintain confidentiality of the client group as per Northland District Health Board policy. • Awareness of Mental Health Act 1992 and its amendments, Bill of Rights and other relevant legislation that pertains to the Service. • To provide a culturally / ethically acceptable service. • Awareness and commitment to client rights and responsibilities.



Key Responsibility Area	Expected Outcomes
<i>Quality Assurance</i>	<ul style="list-style-type: none"> • Provide information for monitoring the service as required and participate in Quality activities within Mental Health Services. • Participate in at least one quality initiative per annum. • Able to utilise RL solutions system to lodge any incidents that arise during duty.
<i>Personal development</i>	<ul style="list-style-type: none"> • Keep up-to-date with own practice and personal development. • Participate in the regular evaluation of own performance in performance management review, not less frequently than annually. • Participate in group supervision.
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> – Practicing and observing safe work methods; – The use of safety equipment; – Reporting unsafe conditions or equipment; and – Reporting and documenting all accidents or incidents • Attend Safe Practice and Effective communication training on regular basis.
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.



Person Specification

Education and Qualifications

Essential

- Current Drivers Licence

Desirable

- Mental Health Level 4 Certificate or relevant Certificate in Mental Health

Experience

Essential

- Previous working in a health or educational setting

Desirable

- Previous experience working in a mental health setting

Awareness and Understanding of

Essential

- Te Tiriti o Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety at Act 2015

Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills

- Skills in leisure activities and/or activities of daily living.
- Computer literacy.
- Effective Communication skills.
- Facilitation skills.
- Ability to function effectively within a team
- Effective conflict resolution skills
- Knowledge of Te Reo Maori and Tikanga Maori

Personal Attributes

- Positive can-do attitude.
- Recovery focused
- Tolerance to diversity
- Resilient
- Physically fit



Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title:

Signature of employee:

Date:

