



POSITION DESCRIPTION

HEALTH ADVISOR

Title	Health Advisor - NZCare Group Ltd.
Reports To	Regional Manager – Canterbury
Location	Based at the Service, supporting the service users, Service Manager and staff team.
Directly relates to	Clients living in NZCare Group services Families/whanau and Advocates Needs Assessment and Service Coordination Community Support Workers Team Leader Health Services Community groups and agencies Huntington's Disease Advisory Group External agencies and providers NZCare staff Allied Health Professionals
Hours of Work	Full Time 40 hours per week. Flexible hours to meet needs of the service,
Employment Conditions	Individual Employment Agreement

PRIMARY OBJECTIVES OF THE POSITION

1. To be an advocate for optimum quality care which maintains the highest dignity, respect and quality of life for people with Huntington's Disease who are supported by the service.
2. To support the Service Manager in the provision of comprehensive care for the people with Huntington's Disease who live in the service, or access respite care services provided both on and off site.
3. To provide an exceptional standard of care to the people who access the Service throughout all stages of the disease process
4. To provide information, advice and support on health issues to service users, families/whanau, staff and other health professionals/service providers.

Key Tasks and Result Areas

- 1. To promote the physical, social and emotional wellbeing of each person using a holistic model of care.**

Expected Results

- Provide information, advice and support on health related issues to service users, families/whanau, staff and other health professionals/service providers.
- Ensure the continuity and consistency in general health care is maintained.
- Assist the Manager and staff with health care plans and goals when requested.

- 2. To assess and manage the high and complex needs of individuals, and proactively manage their health through the disease process.**

Expected Results

- Assess health status of service users and recommend appropriate action.
- To proactively manage health issues, to ensure that these are being actively managed in line with best practice.
- Ensure relevant referrals are made to other health professionals and specialist, in a timely manner.
- Liaise with hospital staff and formulate discharge care plans as requested.
- To provide support and guidance for the person, their family/whanau, and staff around end of life care, and liaise and work closely with Palliative Nurses and other health professionals that may be involved.

- 3. To maintain effective communication and a cooperative atmosphere within the service and the community**

Expected Results

- Ensure systems of communication are in place which keep staff fully informed of all plans policies procedures relating to health care.
- Liaise with other health care professionals and relevant organisations.
- Ensure the Area Manager and Service Manager are kept informed of current professional and community issues.
- Support and advocate for service users at specialist appointments as necessary.
- Maintain regular contact with the Service Manager, service users, support staff, families/whanau, and advocates to ensure that they are kept informed of any significant issues/changes.

- 4. To identify staff training needs around health issues**

Expected Results

- Assist with staff training around specific short term or ongoing care plans
- Assist in providing specialist Huntington's Disease training to staff from NZCare Group and other providers

- 5. Assist in the development of health alerts and development of strategies**

Expected Results

- Strategies are in place to assist staff in early identification of changing health needs.

6. **To contribute to the development of policies, procedures and protocols relevant to health care which reflect the service provided by NZCare Group Limited.**

Expected Results

- To be part of the Healthcare NZ policy review team

7. **To undertake other duties as mutually agreed with the Service Manager given appropriate time and resources.**

Expected Results

- undertake special projects
- assume responsibility for special tasks

PERSON SPECIFICATIONS

Essential requirements:

1. Registered Nurse with a current practising certificate, and relevant scope of practice
2. Demonstrated competence and experience in the care of people who have Huntington's Disease, or other neurodegenerative brain disorders.
3. A current full drivers license
4. Clear police check
5. Right to work in New Zealand
6. Willingness to maintain and update nursing skills and knowledge

The ideal appointee will have the following attributes and competencies:

1. An excellent knowledge and understanding of people with Huntington's Disease and a vision of what can be achieved living in the community.
2. An excellent knowledge and understanding of people with Parkinson's, Multiple Sclerosis and Motor Neurone Disease, and a vision of what can be achieved living in the community.
3. Demonstrated management skills.
4. Demonstrated excellence in the provision of holistic care.
5. Effective oral and written communication skills.
6. Leadership ability and initiative, which inspires others.
7. Demonstrated commitment to the principles and practice of The Treaty of Waitangi, Equal Employment Opportunities and Occupational Health and Safety.
8. Enthusiasm, energy and commitment to ensuring the best quality of life for people with disabilities.

Competencies

In addition to the Company's generic competencies, the role will have specific competencies based on the professional requirements of the individual. For example if the role is held by an RN2 then the RN 2 competencies will apply

TEAM DEVELOPMENT

Ability to work with others to achieve goals

RELATIONSHIP DEVELOPMENT

Ability to build and sustain effective relationships both internally and externally.

COMMUNICATION

Ability to clearly convey thoughts, listens and understands others

CULTURAL APPROPRIATENESS

Ability to provide culturally appropriate support; to identify/access the appropriate community and health resources

SELF MANAGEMENT

Ability to set standards for self; be self-directed and self motivated

FISCAL RESPONSIBILITY

Ability to make sound decisions related to expenditure; be accountable for results

HEALTH AND SAFETY

Ability to work responsibly under the Health & Safety in Employment Act 1992

ANALYTICAL THINKING AND PROBLEM SOLVING

Ability to identify problems; systematically use information to determine solutions and reach decisions

CONTINUOUS IMPROVEMENT

Ability to generate and implement innovative improvements to the business

LEARNING AND ADAPTABILITY

Ability to adapt to change; develop competencies for current and future job needs.

OPERATIONAL COMPETENCIES

CLIENT PLANNING:

Plans clients' services appropriately.

RECORD KEEPING

Ability to maintain accurate and timely records that comply with legislation, contract and company procedures

DATA ENTRY

Ability to accurately enter data into required software

COMPUTER LITERACY

Ability to use computers to meet requirements of the job

PROFESSIONAL / TECHNICAL COMPETENCE

Ability to apply knowledge and understanding in area of speciality in accordance with relevant standards, rules, regulations and code of ethics.