



Position Description

Position Title:	Health Improvement Practitioner
FTE:	0.6
Term	Permanent
Reports To:	Health Improvement Practitioner (HIP) Team Leader
Functional Area:	Mental Health
Position Location:	Hokianga
Direct Reports:	Nil
Delegated Authority:	As per Delegated Authority or Nil
Budget Responsibility:	As per Delegated Authority or Nil
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Health Improvement Practitioners Team • Mental Health & Addictions Team • Executive Leadership Team & Senior Leadership Team • Wider Mahitahi Staff • Relevant General Practice Staff <p>External:</p> <ul style="list-style-type: none"> • Te Tumu Waiora Networks • General Practices and Māori Health Providers • Te Whatu Ora (Health NZ) • Te Aka Whai Ora (Maori Health Authority) • Ministry of Social Development • Locality Community Services
Key Commitments	<p>Mahitahi Hauora has key commitments. Every position has foundational commitment to</p> <ul style="list-style-type: none"> · Whanau Wellbeing and Equity · Te Tiriti o Waitangi · The New Zealand Health Strategy · He Korowai Oranga and Whakamaua: Maori Action Plan 2020 -2025 · The Healthy Ageing Strategy · The UN convention on the Rights of Persons with Disabilities and the Disability Strategy · Ola Manuia: Pacific Health and Wellbeing Action Plan 2020-2025 <p>Whanau Wellbeing and Equity</p>

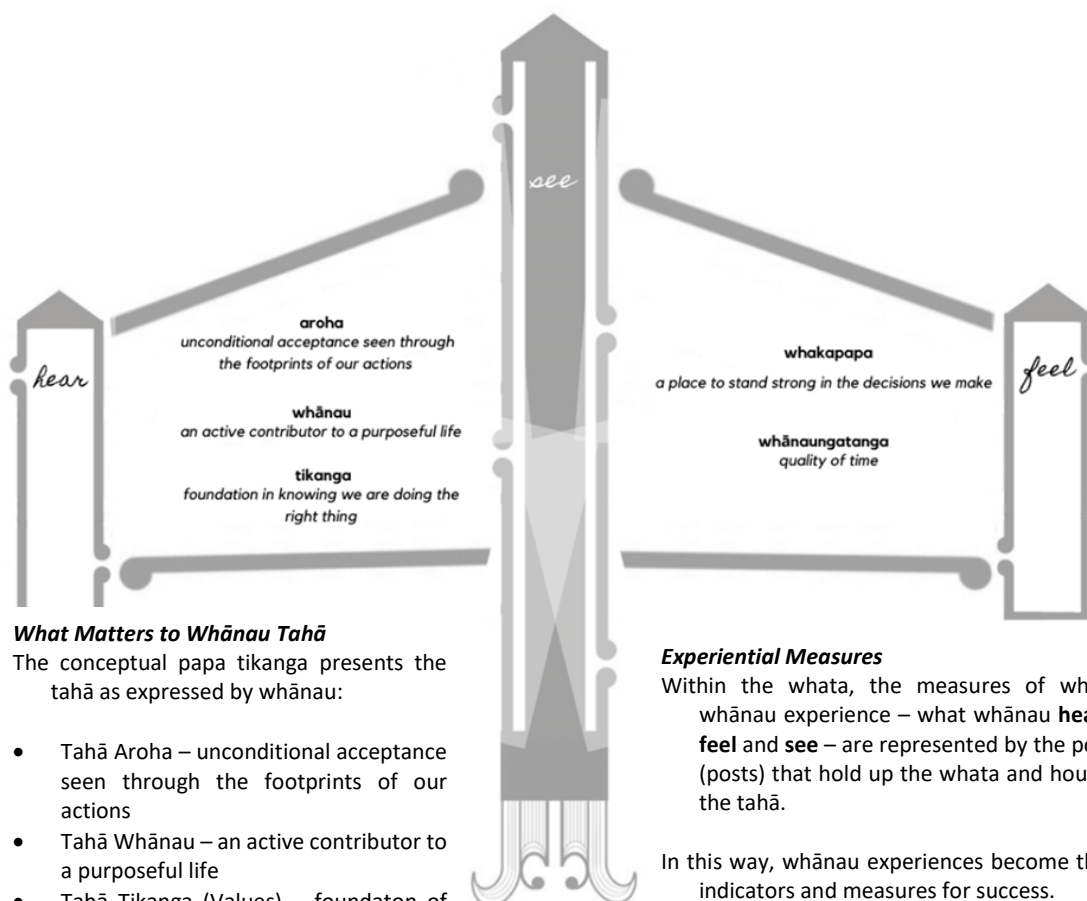
Mahitahi Hauora Overview

Mahitahi Hauora is the primary health entity for Te Tai Tokerau. It is a charitable social enterprise with a vision for everyone in Tai Tokerau to have an equitable opportunity to receive the care and wellbeing support they need, in the way that works for them, and to be at the centre of decisions about their care and wellbeing.

Mahitahi Hauora follow the kaupapa of “*What Matters to Whānau*”, working to the framework of Papa Tikanga. Together, achieving What Matters to Whānau means engaging and listening to whānau voice to inform service design and delivery while also supporting community and whānau-driven solutions that promote wellness.

Papa Tikanga: What Matters to Whānau

Papa Tikanga What matters to Whānau is a Te Tai Tokerau whānau-informed framework for providers to approach Whānau wellness from a Te Ao Māori view within a provider setting. It includes a conceptual framework below that distils the principles of practice (tāha) and a measurement framework with



What Matters to Whānau Tahā

The conceptual papa tikanga presents the tāhā as expressed by whānau:

- Tahā Aroha – unconditional acceptance seen through the footprints of our actions
- Tahā Whānau – an active contributor to a purposeful life
- Tahā Tikanga (Values) – foundation of knowing we are doing the right thing
- Tahā Whakapapa (Identity) – a place to be strong in the decisions we make
- Tahā Whanaungatanga (Relationships) – quality of time

Experiential Measures

Within the whata, the measures of what whānau experience – what whānau **hear**, **feel** and **see** – are represented by the pou (posts) that hold up the whata and house the tāhā.

In this way, whānau experiences become the indicators and measures for success.

Mahitahi Hauora's Values and Behaviours:

Tika	To be honest, truthful and genuine – we are honest, behave and treat others consistently, are transparent, are trustworthy, and have courage to do the right thing.
Pono	Fairness and Integrity – we work towards fairness and equity in all our mahi, we demonstrate integrity in our actions
Aroha	We respect and care for each other – we show appreciation, compassion, kindness and empathy for others
Kotahitanga	Collaboration and Unity – we are all in one 'waka' paddling consistently toward a common purpose
Manaakitanga	Supporting and valuing others – we are caring and supportive
Whanaungatanga	Relationships, belonging and inclusion – we value and honour relationships and engagement
Whakamana Whanau	Empowering Whanau – we are strengths-based and put whanau front and centre of everything we do
Whakapapa	Connection and Heritage – we connect with each other and our history

Position Purpose

To work as an integrated member alongside the General Practice teams and Health Coach if available delivering brief, consultation-based services to patients. To provide brief evidence-based behavioural interventions to individuals, groups and families for both mental health and physical health conditions in people of all ages.

To be actively engaged with utilising an integrated ‘Stepped Model of Care’ that supports clients’ needs and enables them to move seamlessly between services in general practice and, if needed, Te Whatu Ora (DHB) and non-government mental health and alcohol and other drug services and supports.

To work with other Health Improvement Practitioners, behavioural health trainers and Te Tumu Waiora Team to refine the services delivered for the New Zealand context.

Services are provided in accordance with the principles of Te Tiriti ō Waitangi, Tikanga and Māori models of health and wellbeing. Services are culturally responsive to the needs of all service users, their whanau and community.

Key functions include:

- Collaboratively work with the General Practice Teams, supporting and building team confidence in mental health and addictions.
- Delivery of high quality and appropriate behavioural interventions relative to the Te Tumu Waiora model of care.

Accountabilities	Standards/Achievements
<p>Clinical Service Delivery of Te Tumu Waiora Programme</p>	<p>The Te Tumu Waiora programme is a behavioural intervention programme that is delivered through both face to face and virtual consults. This role is required to deliver on the following:</p> <ul style="list-style-type: none"> • Ensure delivery of high quality behavioural interventions. • Continuously upskill in the knowledge and implementation of the behavioural consultancy model. • Conduct individual sessions, group and whanau sessions in the formats of the following: 15 – 30 minute evidence-based interventions are provided for a wide variety of issues (both mental health and physical health related) to people of all ages, with a focus on patient presentation, assessment and need: this may involve prevention, acute care, and chronic disease management. To provide 1-1 to clients and whanau and be able to provide group intervention when required. • Ensure people are supported to identify and achieve results that support improved self-management and skill development. • Ensure a high level of access for the population to primary care-based brief interventions is achieved including providing HIP sessions either face to face or in a virtual capacity. • Ensure skills, knowledge and attitudes for culturally safe practice are applied, documented and able to be articulated. • Ensure sound understanding of Tikanga Māori.

	<ul style="list-style-type: none"> • Provide clear and concise notes that comply with best practice are entered within the General Practice Patient Management System recording all client related information. • Contribute to reporting requirements
General Practice Team Participation	<ul style="list-style-type: none"> • Actively participate as a member of the General Practice team and support building team competence in mental health and addictions, which may include participating in MDT's (multidisciplinary client review). • Develop close working relationships with Te Tumu Waiora support networks. • Provide consultation and liaison services to the General Practice team to grow understanding of the benefits of the Te Tumu Waiora Model in practice. • Provide and promote the Te Tumu Waiora Model of Care to professional colleagues in the General Practice team, to support enhanced wellbeing of patients. • Ensure timely and accurate documentation of all practice related activity.
Primary Mental Health Integration	<ul style="list-style-type: none"> • Fully and enthusiastically engage in the Te Tumu Waiora programme including the following: • Ensure collaborative working relationships are formed with NGO's working with General Practices. • Develop a collaborative working relationship with Te Whatu Ora staff. • Development of working relationships with Community services. • Provide assistance with care coordination and access to outside resources as needed.
Professional Accountability	<ul style="list-style-type: none"> • Work as a professionally proficient and accountable clinician including the following: • Ensuring requirements of the clinician's professional and registering body are met. • Maintaining a Current APC (annual practice certificate). • Participating in regular supervision. • Adherence to professional code of ethics. • Demonstrating knowledge of any legal guidelines relevant to practice. • Attending relevant training. • Engage in CPD (continuing professional development) • Seek appropriate professional and collegial support.
Relationships	<ul style="list-style-type: none"> • Develop and maintain positive relationships with all General Practice staff. • Develop and maintain positive relationships with all internal and external stakeholders of Mahitahi Hauora. • Meet the needs of Maori in a culturally appropriate manner.

Organisational	<ul style="list-style-type: none"> • Have a good understanding of and comfortability in communicating the vision and strategic priorities of Mahitahi Hauora. • Maintain client confidentiality at all times, clients’ rights, privacy and confidential information are safeguarded. • Understand the principles of the Privacy Act 2020, and Health Information privacy Code (1994). • Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015). • Implement organisational policies and procedures, legislation and guidelines with their work. • Uphold Te Tiriti o Waitangi and equity as key foundations when planning, implementing and evaluating our work.
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Person Specification

Key Qualifications, Experience, Skills and Knowledge:

Education and Qualifications	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Registered health professional with current practising certificate e.g. psychologist, nurse, occupational therapist, social worker • Advanced Computer literacy skills, e.g. Microsoft Office 365, Sharepoint. • Current and un-encumbered Drivers Licence 	<ul style="list-style-type: none"> • Has completed some training in Acceptance Commitment Therapy or related brief intervention training. • Has knowledge of the primary stepped care model.

Experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Clinical experience working in a mental health setting (primary and/or secondary) providing evidence-based, psychological talk therapy interventions. • Recent work experience in the Health Sector, with an understanding of Health Sector operations and issues. • Demonstrable experience with using screening tools • Proven computer skills and knowledge of office equipment. • A confident communicator with excellent spoken and written English and a confident telephone manner. • Demonstrated understanding of Te Tiriti o Waitangi and its application to care delivery. 	<ul style="list-style-type: none"> • Worked with clients who have experienced addiction issues. • Experience with working within multidisciplinary teams enabling a communication style that enhances strong working relationships. • Experience working in primary care or has an understanding of the primary stepped care model.

A commitment to the development in competency of:

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| <ul style="list-style-type: none"> • Te Tiriti o Waitangi and our obligations in our day-to-day work • Confidence in expressing and observing Tikanga, Māori protocols and use of Te Reo • A good understanding of Pae Ora and He Korowai Oranga • The application of Whanau Ora Outcomes Framework within Primary Care settings • Privacy Act (1993) and Health Information Privacy Code (1994). | <ul style="list-style-type: none"> • Health and Safety at Work Act 2015(HSWA) • Health and Disability Commissioner (Code of Health and Disability Services Consumers’ Rights) Regulations (1996). • New Zealand Council of Healthcare Standards. • Mental Health Act |
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Skills and Personal Attributes

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| <p>Skills:</p> <ul style="list-style-type: none"> • Strong communication skills, both written and verbal. • Strong interpersonal and relationship building skills. • Is comfortable with using screening tools. • Has the necessary skills to handle confidential or controversial information with sensitivity, discretion and professionalism, understanding that all such knowledge remains confidential to the organisation and, within the organisation used only for the purpose originally collected. • Excellent organising and time management skills, and ability to prioritise and manage conflicting demands without compromising quality and flexibility, even in times of pressure. • Strong decision making ability and ability to meet deadlines • Knowledge & proficiency with Microsoft Office applications, particularly Word, Outlook, Excel and Office 365 | <p>Personal Attributes:</p> <ul style="list-style-type: none"> • A willingness to embrace innovative and effective approaches to enhance client’s ability to identify factors affecting their health and interventions that will enhance a healthy wellbeing. • Ability to work as a team and be a valued team member. • Ability to maintain a high level of confidentiality and non-judgement respecting each individual’s right to privacy. • Attention to detail and accuracy. • Ability to exercise wisdom and initiative. • Punctuality and reliability. • Flexibility to cope with changing demands. • A professional attitude displaying personal integrity and honesty. • An ability to work with a range of teams and individuals; demonstrating tact; a calm and caring nature. • Open to learning opportunities and enhancing skills and knowledge relevant to the role. |
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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 anyway the scope or functions of this position. Duties and responsibilities can be amended from time to time, either by additional, deletion, or straight amendment by the CEO to meet any changing conditions. Any variation to duties will be discussed and agreed with you.

Employee Name:



Employee Signature: Date:.....

Manager Name:

Manager Signature: Date:.....