



Position Description

Position Title:	Health Improvement Practitioner
FTE:	1.0FTE
Term:	Permanent
Reports To:	Mental Health & Addictions Team Leader
Business Area:	Northland
Position Location:	Allocated General Practice(s)
Direct Reports:	Nil
Delegated Authority:	Nil
Budget Responsibility	Nil
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Health Improvement Practitioners Team • Mental Health & Addictions Team • Whakapiki ake Taitamariki Wider Team • Wider Mahitahi Staff <p>External:</p> <ul style="list-style-type: none"> • General Practice Staff • Te Tumu Waiora Networks • General Practices and Māori Health Providers • Northland District Health Board (NDHB) • Ministry of Health (MoH) • External Funding Providers • Locality Community Services

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.

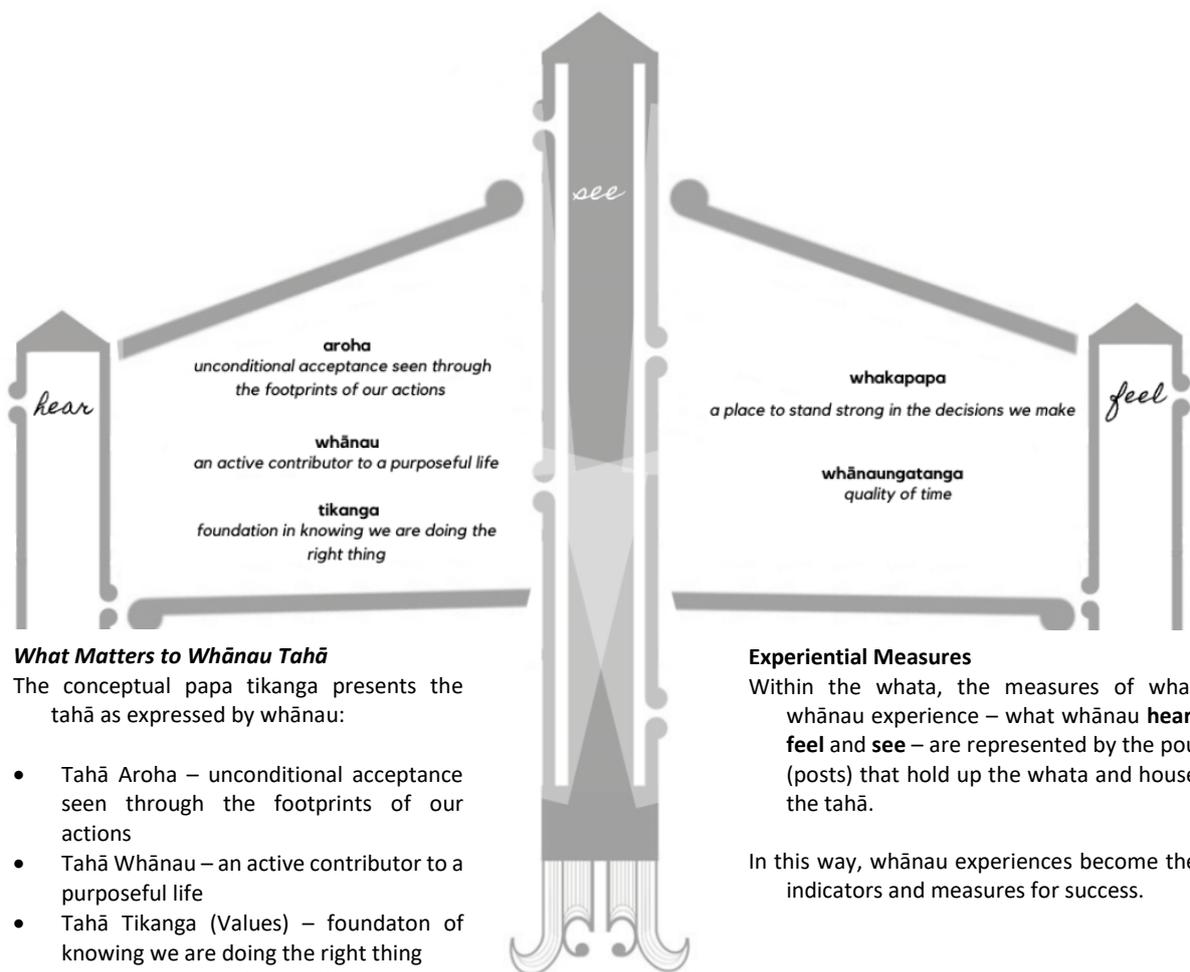
Mahitahi Hauora supports Primary Healthcare providers including General Practices and Māori Health Providers to deliver care and to look after the wellbeing of their communities and whānau. We also deliver care and wellbeing support directly to the community and whānau.

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

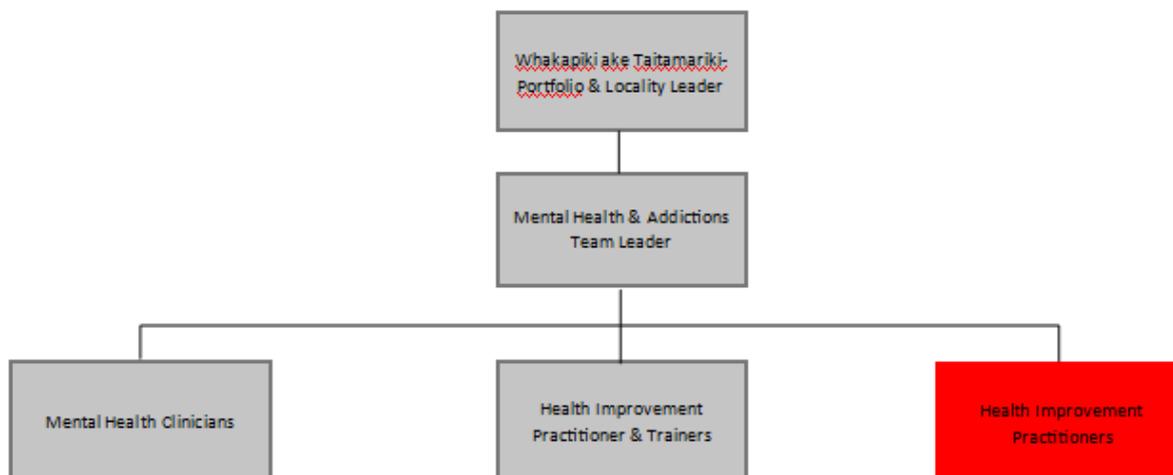
whānau voice to inform service design and delivery while also supporting community and whānau-driven solutions that promote wellness.

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 indicators.



Team Structure



Position Purpose

To work within as part of the general practice team, delivering brief, consultation-based services to enrolled practice patients and supporting general practice team members. 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, 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.

Key functions include:

- Collaboratively work with General Practice Team 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.

Nature and Scope of Responsibilities

Key Accountabilities	Standards/Achievements
Clinical Service Delivery of Te Tumu Waiora Programme	<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.

Key Accountabilities	Standards/Achievements
	<ul style="list-style-type: none"> • 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. • 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 enrolled population to primary care-based brief interventions is achieved. • Ensure skills, knowledge and attitudes for culturally safe practice are applied, documented and able to be articulated. • Clear and concise notes that comply with best practice are entered within practice’s Patient Management System recording all client related information. • To contribute to reporting requirements
General Practice Team Participation	<ul style="list-style-type: none"> • Active participation as a member of the general practice team and support for 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. • Provide professional development to the general practice team. • Ensure timely and accurate documentation of all practice related activity. • To provide 1-1 to clients and whanau and be able to provide group intervention when required.
Primary Mental Health Integration	<ul style="list-style-type: none"> • Fully and enthusiastically engage in the Te Tumu Waiora programme including the following: • Participate in project-related workforce development and coaching. • Actively contribute to evaluation and refinement of the approach. • Partnership with the Te Tumu Waiora Support Role in collaborative working relationships being formed with NGOs working with the general practice as a part of this project. • A collaborative working relationship is formed with DHB staff working with the general practice • Development of working relationship with Community services. • Assistance with care coordination and access to outside resources is provided as needed.
Professional Accountability	<ul style="list-style-type: none"> • Work as a professionally proficient and accountable clinician including the following: • Requirements of the clinician’s professional and registering body are met.

Key Accountabilities	Standards/Achievements
	<ul style="list-style-type: none"> • Current APC (annual practice certificate) is held. • Participation in regular supervision. • Adherence to professional code of ethics. • Knowledge of any legal guidelines relevant to practice demonstrated. • Relevant training is attended. • Engagement in CPD (continuing professional development) • Clinician seeks appropriate professional and collegial support.
Relationships	<ul style="list-style-type: none"> • Develop and maintain positive relationships with all internal and external stakeholders of Mahitahi Hauora. • Meets 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. • Work as a contributing team member of Mahitahi Hauora to achieve team and organisational service requirements. • Maintain client confidentiality at all times, ensuring clients’ rights, privacy, and confidential information are safeguarded. • Understand the principles of the Privacy Act 2020, the Health Information Privacy Code (1994), and the Children’s Act 2014, and the information sharing principles of the Oranga Tamariki Act (1989) and the Family Violence Act (2018) • Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015). • Implements organisational policies and procedures, legislation and guidelines as appropriate. • Uphold Te Tiriti o Waitangi and equity as key foundations when planning, implementing and evaluating our work.

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.

Employee Name:

Employee Signature: Date:.....

Managers Name:

Manager Signature: Date:.....

Person Specification: Health Improvement Practitioner

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 programmes. 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 brief interventions. 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"> Recent work experience in the Health Sector, with an understanding of Health Sector operations and issues. Worked with clients who have experienced addiction issues. Feels comfortable with using screening tools. Experience with working within multidisciplinary teams enabling a communication style that enhances strong working relationships. Willing 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. Has worked in primary care settings or has a understanding of the primary stepped care model.
A commitment to the development in competency of	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> The Treaty of Waitangi and its' application to the health setting. Tikanga, Maori protocols and Te Reo Maori. The application of Whanau Ora Outcomes Framework within Primary Care settings Privacy Act (2020) 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

Personal Skills and Attributes

Skills

- Strong communication skills, both written and verbal.
- Highly developed skills in Facilitation, negotiation, leadership and change management
- Strong interpersonal and relationship building skills.
- Has the necessary skills to handle confidential or controversial information with sensitivity, discretion and professionalism, understanding that all such knowledge remain 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 and Excel.

Attributes

- 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.
- A collaborative team approach
- 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 individuals, demonstrating tact, a calm & caring nature.
- Open to learning opportunities and enhancing skills and knowledge relevant to the role.
- Self motivated and enjoys working in a team