

Nature of position	Full Time / Part Time
Location	This position can be fulfilled from any Hōhepa location. The office is based at a Hōhepa site in Poraiti; your work location may be any Hōhepa facility. Responsibilities include support to staff in Clive and Poraiti; the role will include frequent and regular travel between Hōhepa sites
Responsible for:	Clinical work with referred clients; staff training; and service development
Responsible to:	Service Manager, and the Director of Services
Functional Relationships:	All members of the Services teams (services for adults, rangatahi, tamariki – Residential, Day Activities, School, Therapists); Farm; Property Services; General Manager and members of the Leadership Team; members of the HR/Payroll/IT, Finance and administration teams in Clive Regular liaison and close working relationship with the leadership of the Services including Director of Services, Service Managers, Principal/School Leadership
External Relationships:	Families and advocates of Hōhepa residents; GPs and allied health professionals including Hōhepa satellite doctor's clinic; Options Hawkes Bay; Hospice; relevant advisory groups and committees, eg Care Group, Therapy team; Community mental health team, ID mental health, external DHB agencies; OT, Labs, Pharmacies.

SCOPE OF RESPONSIBILITIES:

The Hōhepa community provides 24 hour / 7 days a week support, enablement and care for children/tamariki, young people/rangatahi and adults, based on Anthroposophical principles of inclusive social development (Dr. Rudolf Steiner). We strive to make sure our practices are in line with Te Ao Māori – through the anthroposophical approach to farming, the holistic view of human development and the acknowledgment of the spiritual world at Hōhepa.

The organisation has two main sites, in Clive (Adult Services – residential homes, day activities; Farm – horticulture, dairy, cheesery; Shop; Administration office), and Poraiti (Services for Tamariki and Rangatahi – residential homes and school; Farm).

The Nurse will work in direct partnership with the Director of Services and the Service Managers, who have responsibility for the operational management of the services. Close working relationships with the House Managers of each house, and the staff working across the services, is a key aspect of the job.

This position has responsibility to support people supported by Hōhepa and their staff teams to manage health care and safe medication administration practices. The nurse supports the management and auditing of infections throughout the services and supporting the development of best-practice infection management. This includes the management of endemic and pandemic response at Hōhepa.

- The nurse is the chair of the Infection Prevention and Control Committee and has reporting responsibility.
- The nurse works with Service Managers and Director of Services to identify training needs for staff and support the Learning and Development Coordinator to access and/or develop training content.
- The nurse supports the people Hōhepa supports to access specialist medical care and supports communication with the GP practice.
- The nurse will support the end-of-life cares of Hōhepa residents in support with Hospice. The nurse is also leading the team in caring for the body.

Support to the organisation on policies relating to health and medication management and infection prevention control. The successful applicant will be a registered nurse and have experience in Infection Prevention and Control.

This position is for 30 hours per week, operating 5 days per week (usually Monday to Friday), some flexibility will be expected especially when caring for a dying person.

PRIMARY OBJECTIVES OF THE POSITION

- Supporting people Hōhepa supports and their staff teams to assess, monitor and care for their wellbeing
- Support the development of best practice Hōhepa standards, policies and procedures and Health & Disability Service Sector requirements.
- Being the chair of the Infection Prevention and Control Committee and supporting the alignment with Ngā Paerewa Health and Disability Standards
- Support of development of relevant policies
- To provide effective and supportive advice, professional leadership and coaching to the staff working at Hōhepa

PERSON SPECIFICATION

	HIGHLY DESIRABLE	ESSENTIAL
PROFESSIONAL QUALIFICATIONS, SKILLS & TRAINING	Experience in Infection Prevention and Control.	Registration with the Nursing Council of New Zealand as a Registered Nurse. Openness/interest to the ideas and practices of anthroposophic nursing. Ability to design health strategies and implementation plans.
NURSING BACKGROUND	Experience with intellectually disabled persons and especially elderly/ end of life support.	A current practising certificate with the Nursing Council of New Zealand
KNOWLEDGE	Knowledge and understanding of the philosophies and principles of Hōhepa. Understanding of Infection Prevention and Control processes.	Knowledge of the principles of palliative care. Understanding of preventative health care and of therapies. Clear understanding of complementary medical interventions and health care schemes. Understanding of the ageing process and development. Willingness to support and engage with community life of Hōhepa, including participation in Discussion Forums, Festivals and Community events.
EXPERIENCE	Experience of working with people with disabilities, and ideally people with intellectual disabilities. Experience in Infection Prevention and Control. Experience facilitating meetings and achieving team goals.	Relevant experience to meet the Nursing Council's Competencies for the Registered Nurse scope of practice, and the Code of Conduct for nurses. Experience in community nursing, palliative care and elder care.
PERSONAL QUALITIES	An effective leader and able to coach staff. A proactive approach.	A high degree of maturity and stability. Demonstrates qualities of a role model, including integrity, trustworthiness and the ability to reflect on own behaviours, performance and motivation.
TRAINING AND DEVELOPMENT	Ability to set up and implement monitoring schemes.	Able to deliver training effectively to people with a range of needs and learning styles.

	Understanding of action learning principles and approach.	Commitment to ongoing professional development.
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	HIGHLY DESIRABLE	ESSENTIAL
COMMUNICATION		Be a clear and effective communicator and work collaboratively. Highly effective communication & interpersonal skills, with the ability to communicate with a range of audiences (People we support, families, advocates, health professionals, behaviour specialists, staff, managers). Literate, able to write succinct and meaningful reports. Ability to read, interpret and explain policies, procedures and instructions. Able to analyse and synthesise new ideas. Good two-way communication skills.
IT SKILLS		Computer literacy: able to use medical databases, produce word processed documents and use email.
DRIVING		Holds a full driving clean licence and be willing to drive Hōhepa vehicles.

General Conditions of Employment

Any offer of employment will be subject to a satisfactory Police Clearance. Hōhepa takes up a police vetting report on all employees at the start of employment and then every two years. If you are convicted of an offence after being employed by Hōhepa it is important that you declare this promptly; if an undeclared conviction shows up on a future police report, this could be regarded as a breach of trust and may lead to disciplinary action including potential dismissal.

You confirm that you have the right to work in New Zealand, and agree to provide documentary proof (eg through a birth certificate or passport).

Smoking, Drugs and Alcohol:

Hōhepa is a fully non-smoking environment, and if you accept employment in this role you guarantee that you **will not smoke** (even during break times) during work hours.

This is a **safety-sensitive role**. You must agree to attend work **free of any adverse effects of alcohol or drugs** (including illegal drugs and similar substances); the way this is assessed is that a drug test would be negative. You must consent to pre-employment testing, then random testing if you are employed.

Days/hours of work:

Part time work is 30 hours per week, Monday – Friday; normally work is between the hours of 8.30 am and 4.30 pm, although some unsocial hours and weekend working may be required at times.

Review of job description:

As with all Hōhepa job descriptions, the contents of this JD will be kept under review and will be subject to change, in the light of experience. Any substantial changes will be discussed with you before being implemented; however you are required to work flexibly and accept that any JD is an indicator only – you agree to any reasonable duties that are asked of you.