

POSITION DESCRIPTION

POSITION: Autism Spectrum Disorder Co-ordinator - District Wide

RESPONSIBLE TO: Team Leader, Child Development Services

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora kātoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi kātoa.*

PURPOSE OF THE POSITION

To provide a co-ordinated assessment and care planning service to the population of children and young adults in the Health NZ (Nelson Marlborough) region with Autism Spectrum Disorder (ASD).

Develop processes that improve service quality where ASD is suspected.

Provide support and information to teams working with children with ASD to address health disparities and inequalities through improved assessment tools, pathway of support and management systems.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Provide an advisory role to the person, parents, family/ whanau and other service providers to access pathways of assessment and support.</p>	<ul style="list-style-type: none"> • Information and resources are available to support access for children and young adults seeking assessment, diagnosis and support services related to ASD. • Work with clinical services and providers to develop better pathways for children and their families. • Provide a resource to the implementation of the ASD guideline within the Health NZ (Nelson Marlborough). • Establish and maintain positive public relations with clients, family/whanau, service providers, community, voluntary and government funded organisations and others. • Recognise and understand the Treaty of Waitangi as guiding the development of Maori involvement in the service delivery and ensure that services are culturally appropriate to the ethnicity of each client. • Coordination of the multi-disciplinary clinic for neuro developmental concerns.
<p>Work towards reducing health inequalities and disparities – Provide advice and support to team members that will advance the health and social wellbeing of clients accessing services and support the reduction of health disparities and inequalities.</p>	<ul style="list-style-type: none"> • Identify and work towards reducing barriers to increase participation for Maori, Pacific and other ethnic communities. • Provide written information on service gaps within health and other agencies that can be addressed through the development of appropriate pathways for referral and post diagnosis services.
<p>Evaluation and Monitoring</p>	<ul style="list-style-type: none"> • Provide a written development plan for the person and family. • Develop a Memorandum of Understanding between services and key agencies in the region. • Develop a service model that will meet the service expectations of the service specification. • Provide an individual development plan and evaluation tool for children accessing the service. • Provide an evaluation report to be completed two years after service implementation. • Meet the reporting requirements of the service specification. • Implement a transition plan for exit from the service.

Quality	<ul style="list-style-type: none"> • To ensure that ongoing quality processes are developed to improve the service. • Undertake yearly performance review with Manager of the service. • Participation in learning opportunities for future development of the role. • Ensure all activities are undertaken in accordance with the relevant Quality Standards and Health NZ Accreditation Status. • Staff are familiar with and apply the appropriate organisational and divisional policies and procedures.
Children's Team	<ul style="list-style-type: none"> • <i>Children's Action Plan - Children's Teams</i> are a government initiative which support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, Health NZ will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, Health NZ expects you to act within the scope of the <i>Children's Action Plan Lead Professional</i> role profile (copy available from Human Resources).
Professional Development	<ul style="list-style-type: none"> • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	<ul style="list-style-type: none"> • Participates in quality improvement processes in your area of work. • A quality, customer-focused service is provided at all times, which follows best practice
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

- Relevant Health or Disability qualification preferred
- Current drivers licence

EXPERIENCE

- Planning and organisational skills
- A high level of negotiation and conflict resolution skills
- Ability to build and maintain good community networks
- Knowledge of the New Zealand Disability Strategy
- Knowledge of the New Zealand Autism Spectrum Disorder Guideline
- Knowledge and understanding of Quality Systems and, Health and Safety
- Knowledge and understanding of working with communities that have health disparities

KNOWLEDGE AND SKILLS

- Previous experience and sound knowledge base around issues that impact people with disabilities and their families/ whanau
- Competent in working with children and their families
- Understanding and experience of Autism Spectrum Disorder
- Experienced with Microsoft packages, including Word and Excel
- Ability to work within community settings
- Well-developed advocacy skills
- Application of quality systems and processes

PERSONAL ATTRIBUTES

- Possesses skills for effective self-management and the ability to work as part of a team. Ability to critically evaluate priorities within own area of responsibilities and work without supervision
- Ability to time manage and prioritise workloads to meet timeframes and changing deadlines
- Possess integrity, and respect the confidentiality and sensitivity of information
- Pleasant disposition, sense of humour and ability to work with a high degree of diplomacy and cooperation in order to provide quality service to families and work colleagues
- Be versatile, innovative and flexible
- Previous knowledge working with Maori, Pacific, and other ethnic communities
- Commitment to working within the World Health definition of disability

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.