

Health New Zealand

Te Whatu Ora

Nelson Marlborough

Position Description			
Position Title:	New Entry Specialist Practice Allied Health, Occupational Therapist / Social Worker - Mental Health and Addictions		
Department	Varies, depending on placement		
Service & Directorate:	Mental Health & Addictions		
Location:	Nelson-Marlborough		
Reports to:	Manager – Mental Health (Varies, depending on placement)		
Professionally Reports:	Relevant Professional Leader		
Delegation Level:	NA		
Number of direct reports:	Nil		
Date:	September 2025		
Our Vision			
All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.			
Our Mission			
Working with the people of our community to promote, encourage and enable their health, wellbeing and independence			
Our Values - Ā Mātou Uara:			
Respect / Manaakitanga	Innovation / Auaha	Team Work / Whakarāmeme	Integrity / Ngākau Tapatahi
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 nga hāpori, kaimahi hoki	We will provide an environment that generates new ways of working and learning. kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori	We create an environment where teams flourish and connect across Health NZ. kia whakarāmeme i ngā kaipupuni hauora kātoa	Openness and honesty in all our dealings. kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa
Purpose of the Role			

The Allied Health Professional (AHP) is a key role across Health NZ Nelson Marlborough Mental Health and Addiction services. This role supports Occupational Therapists and Social Workers (recent graduates or clinicians with experience outside of Mental Health & Addictions) to gain core skills in clinical assessments and intervention in Mental Health & Addictions Services. This is achieved by clinical work and by completing New Entry Specialist training (NESP) training

- To utilise knowledge and clinical judgment to assess consumer's health needs and provide care, and to advise and support people to manage their own health.
- To practise independently and in collaboration with other health professionals and delegate to and direct Allied Health Assistants (AHAs) and others as required.

- To provide comprehensive assessments to develop, implement, and evaluate an integrated plan of health care.
- To provide interventions in a range of settings in therapeutic partnership with individuals, families, whanau and communities.
- To practise in a variety of clinical contexts depending on their educational preparation and practice experience and areas of clinical interest.
- To be accountable for ensuring all health services they provide are consistent with their education and competence, meet legislative requirements and are supported by appropriate standards.
- To work in partnership with Allied Health professional leaders and educators to identify personal learning needs and to ensure personal competence to perform the AHP New Graduate role.

This role supports our integration programme. The vision for our programme is:

Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services

This role has been designed for a new graduate Allied Health clinician or an experienced clinician new to Mental Health & Addictions to be supported to build skills in clinical assessment and interventions, relationship development and networking and to work as part of a Multi-Disciplinary Team (MDT) for clients of Mental Health and Addictions.

The successful candidate will be supported to develop clinical expertise and to support our system to be better integrated. This will improve our ability to be responsive, holistic, person centred, and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening our system-wide priorities, as listed below.

MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person-centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team.



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plans, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

The AHP New Graduate provides safe and clinically effective assessment and intervention, either within a specific area or across a range of areas, with a focus on the development of more in-depth knowledge and skills. This will be supported by mentoring, supervision, and study toward Postgraduate Certificate in Health Science (Mental Health and Addictions) via the Auckland University of Technology (AUT).

This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Nelson Marlborough. Including working across agencies with our cross-sector partners.

Key Accountabilities:	Examples of successful delivery of duties and responsibilities
Leadership & Management / Te Ārahi me te Whakahaere	
• Demonstrates leadership and management skill appropriate to level of experience and responsibilities. • Acts as a resource for their discipline to other team members. • Participates in shared team duties. • Delegates appropriate tasks to Allied Health Assistants (as required). • Shares general administrative duties with other team members, e.g. Statistics, Quality Assurance activities, Health and Safety etc.	• Utilises resources (time, equipment,) efficiently and effectively. • Attends and contributes to relevant clinical and team meetings. • Is available to other team members to carry out assessments and assist with care planning for the clients with whom they work. • Directs and delegates tasks to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out. • Is an active participant in a variety of other shared duties.
Clinical Practice / Te Mahi Haumanu	
• To complete comprehensive assessment with patients / clients (and whānau where appropriate) this may include use of standardised assessments to assist in assessment and intervention planning. • Contributes to MDT discussions and care planning for clients from a discipline specific perspective. • Utilises suitable assessment tools and methods to assist in the collection of information. • Demonstrates evidence-based practice • Interventions may include staff and caregiver education, skill building, basic equipment provision, sensory modulation and talking therapies. • Maintains clear, concise, timely and accurate records within legal frameworks that align with Health NZ policies and procedures. • Assists with generic tasks that Registered Health Care Professionals share whilst working within scope of practice. • Manages clinical risk in accordance with service area protocol, seeking advice where appropriate. • Consults and ensures informed consent is obtained regarding interventions. • Adheres to professional ethics and standards of practice.	• Works across the continuum of Mental Health & Addiction Services as required • Documentation is completed within an acceptable time frame. • Formulates and delivers person centred and whanau focused interventions, based on comprehensive clinical reasoning. • Takes account of the person/whanau's own goals and those of the wider multi-disciplinary team. • Supports people/whanau to live as independently as possible. Promoting resilience, choice and control over the care and support they need. • Demonstrates effective communication, to establish a therapeutic relationship and works in partnership with people, whanau and the MDT. • Demonstrates provision of culturally aware and bicultural practice with people and their whanau.
Teaching & Learning / Ako Atu, Ako Mai	
• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. These should	• Demonstrates the ability to critically evaluate research and apply to practice

comply with professional registration requirements. • Contributes to training within the team/service. • Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. • Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. • Receives mentoring and clinical support where required.	• Completes mandatory training as applicable for the role. • Participates in an annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisation's requirements and/or professional body. • Attends department in-service training programme.
Service Improvement and Research / Te Whakapai Ratonga me te Rangahau	
• Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways/treatment protocols, standards of practice etc. • Practises in a way that utilises resources in the most appropriate manner, including inter-disciplinary and transdisciplinary practice.	• Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence-based practice. • Establishes working partnerships with external organisations to promote integrated working
Professional Competencies	
• Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession.	• You have an up-to-date professional development plan. • Core competencies are maintained in line with in-service education standards.
Other Duties	
• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Health NZ processes and reflects best practice. • You live and support the Health NZ values in everything you do.
Professional Development – self	
• Participates in in-service education programmes. • Participates in Allied Health meetings and in-service programmes as required. • Participates in New Graduate programme and studies towards AUT Postgraduate Certificate in Health Science (Mental Health and Addictions) • Identifying areas for personal and professional development. • Participates in professional supervision in line with the organisation's requirements and/or professional body. • Participates in the organisation performance development process.	• Training and development goals are identified/agreed with line manager / professional leader. • Performance objectives reviewed annually with the line manager / professional leader. • You actively seek feedback and accept constructive criticism.
KEY RELATIONSHIPS AND AUTHORITIES	
Key Relationships within Health NZ:	Key relationships external to Health NZ
• Other Allied Health registered staff and Assistants • Other Nursing and Allied	• Families and whanau • Cross sector and NGO partners • Registration authority and Professional associations

• Staff and clients of Mental Health & Addiction Services • Other health areas e.g. Emergency Dept.		• NGO providers • GP's and Primary care • Government agencies
General Responsibilities of an Employee of Health NZ (Nelson Marlborough)– Appendix 1		
PERSON SPECIFICATIONS		
	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	• A New Zealand registered Occupational therapist or Social Worker with a current practising certificate. • Current full drivers licence.	• Member of professional association
Experience	• Suitable for recent Occupational Therapy or Social Work graduates (up to two years post grad) or clinicians who are new to working in Mental Health and Addictions •	
Knowledge and Skills	• Sound organisation and time management skills • Ability to communicate effectively and develop positive interpersonal relationships • Ability to work well in a multi-disciplinary team • Sound Allied Health clinical skills in the areas of assessment, planned interventions, recording and reporting • Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook • Keeps up to date with available information technology relevant to position • Understands and complies with Health NZ Information Technology policies	
Personal Qualities	• Commitment to client orientated care and quality standards • The ability to be flexible and adaptable to the ongoing needs and ability of the client group	

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

APPENDIX 1

General Responsibilities of an Employee of Health NZ Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ, 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 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 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 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’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, consumers and visitors.

9. Treaty of Waitangi

Health NZ 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. Smoke free

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

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

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
TB Latent	Staff who expect to have contact with consumers 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 consumers 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: • 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.