

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Allied Health – New Entry to Specialist Practice (NESP), Occupational Therapist/Social Worker - Mental Health and Addictions
Reports to	Manager – Mental Health
Location	Nelson Marlborough
Department	Varies, depending on placement
Date	18 September 2026
Salary band (indicative)ⁱ	Allied Health Public Health, Scientific & Technical PSA Core Salary Scale, Step 1 to Step 7
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is 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.
- Practise independently and in collaboration with other health professionals and delegate to and direct Allied Health Assistants (AHAs) and others as required.
- Provide comprehensive assessments to develop, implement, and evaluate an integrated plan of health care.
- Provide interventions in a range of settings in therapeutic partnership with individuals, families, whanau and communities.
- Practise in a variety of clinical contexts depending on their educational preparation and practice experience and areas of clinical interest.
- 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.

- 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 Result Area	Expected Outcomes / Performance Indicators
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 whānau.
Teaching & Learning / Ako Atū, Ako Mai	• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. These should 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. • Demonstrates the ability to critically evaluate research and apply to practice. • 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 Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	- Supports efforts to improve access to services and achieve better outcomes for the communities we serve. - Uses evidence and insights to identify barriers and opportunities for improvement. - Contributes to inclusive, responsive, and effective service delivery.

Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Families and whānau • Cross sector and NGO partners • Registration authority and Professional associations • NGO providers • GP's and Primary care • Government agencies	• Other Allied Health registered staff and Assistants • Other Nursing and Allied • Staff and clients of Mental Health & Addiction Services • Other health areas e.g. Emergency Dept.

About you – to succeed in this role

You will have

Essential:

Qualifications

- A New Zealand registered Occupational therapist or Social Worker with a current practising certificate
- Current full drivers licence

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

Desired:

- Member of professional association

You will be able to Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate..

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.