

Position Description	
Position Title:	<b>Needs Assessor</b>
Location:	<b>Clutha Health First</b>
Reports To:	<b>Allied Health Team Leader and General Manager - Clinical Services</b>
Number of Direct Reports:	<b>Nil</b>
Date:	<b>26/03/2025</b>

Our Purpose
Collaborate – Innovate – Advocate ... for a healthy community.
Our Shared Values
<ul style="list-style-type: none"> <li>We value our people. <i>Ka whai takata mātou.</i></li> <li>We value honesty and respect. <i>Ka whai te pono me te whakanui mātou.</i></li> <li>We value excellence. <i>Ka whai panekiretaka mātou.</i></li> <li>We value the environment we live in. <i>Ka whai taiao mātou.</i></li> </ul>

Purpose of Role
To provide needs assessment in a holistic and culturally appropriate manner to older people with long-term disabilities according to the Ministry of Health and HNZ Southern guidelines, adhering to policies and procedures and within current funding guidelines. The carer, family/whanau is involved in the process in as far the client gives consent for this.

Key Relationships
<b>Internal:</b> <ul style="list-style-type: none"> <li>Inter-disciplinary members of the health service team including independent contractors in other sectors.</li> <li>Social Workers in Older People's Health</li> <li>Members of clinical and inter-disciplinary Older People's Health and Mental Health for Older People teams.</li> </ul>
<b>External:</b> <ul style="list-style-type: none"> <li>Clients, their family/whanau and personal representatives.</li> <li>Service Providers</li> <li>Appropriate staff in HNZ-Southern (including HNZ-Southern Needs Assessment service)</li> <li>Relevant community agencies and support services.</li> <li>Other Needs Assessment/Service Co-ordination agencies</li> <li>Ministry of Health</li> </ul>



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Person Specification		
	Essential	Desirable
<b>Training, Work Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Allied Health professional or Registered Nurse with current practising certificate</li> <li>Fully trained on InterRAI</li> <li>Be computer literate and confident with MS Excel and MS Word</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>A working knowledge of how health and disability issues impact on an older person's ability to remain independent.</li> <li>Demonstrate commitment, respect and an attitude of valuing older people.</li> <li>Ability to work with older people and their whanau in a community and or health setting to achieve the best outcomes for them</li> <li>Excellent interviewing, assessment and problem solving skills.</li> <li>Understanding and knowledge of current support services and systems.</li> <li>Good networking skills.</li> <li>Ability to work autonomously.</li> <li>Professional credibility with peers, consumer networks and others</li> <li>Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.</li> <li>Ability to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.</li> <li>Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.</li> <li>Able to work within Clutha Health First's aims, objectives and values</li> <li>Able to maintain confidentiality and use discretion.</li> <li>A commitment towards ongoing self development.</li> <li>Ability to work as an effective member of a team.</li> <li>Flexible attitude to work outside boundaries of the position when requested.</li> <li>Alert, reliable, thorough, mature, have integrity and initiative.</li> <li>Have an appropriate presentation and standard of personal care and grooming.</li> <li>Able to maintain a current New Zealand driver's licence</li> </ul>	

<b>Physical Task Requirements</b>	<ul style="list-style-type: none"> <li>• A reasonable level of fitness is required to cope with the demanding physical requirements of the job.</li> <li>• The following denote the key physical requirements for the position including:             <ul style="list-style-type: none"> <li>○ Sitting</li> <li>○ Standing</li> <li>○ Walking</li> <li>○ Driving</li> <li>○ Repetitive movements with hands in completing documentation</li> <li>○ Use of minor office equipment e.g. calculators, staplers, pens</li> <li>○ Operating machinery/equipment e.g. photocopiers, printers</li> <li>○ Mental activities require high level of concentration, accuracy and organisation</li> </ul> </li> </ul>	
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<b>Key Tasks / Accountabilities and Performance Indicators</b>	
<b>Key Tasks/ Accountabilities:</b>	<b>Performance Indicators:</b>
<ul style="list-style-type: none"> <li>• <b>Understand and apply the Disability Support Services access and entry criteria for new clients referred. Apply Ministry of Health and NASC guidelines and procedures relating to the assessment process.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ministry of Health/HNZ-Southern access and entry criteria are applied consistently. Needs assessment guidelines and procedures are followed.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Action referrals assigned promptly and appropriately according to internal policy and guidelines.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contact is made with client within given timeframes</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Explain the assessment process and gain informed and signed consent in order to facilitate a holistic and culturally appropriate needs assessment process in partnership with the older person and their family to:</b> <ul style="list-style-type: none"> <li>○ <b>Determine their current abilities, resources, goals and needs.</b></li> <li>○ <b>Focus on the positive components of the client's performance, while acknowledging the things that limit them.</b></li> <li>○ <b>Determine client's needs to maximise their abilities and independence, to overcome barriers and to participate in accordance with their abilities, resources, culture and goals.</b></li> <li>○ <b>Identify which of those needs are the most important to the client and to their family /whanau/carers as they relate to their role in supporting the client.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Client understands the assessment process and have signed consent on the assessment form</li> <li>• Family /Whanau are appropriately involved in the assessment process with the client's consent</li> <li>• Completed assessments are an accurate reflection of client and caregiver current situation, their goals and identified needs</li> <li>• Assessments are client focused, and strengths based and have identified and prioritised what needs have to be met to maximise their ability and independence</li> <li>• Appropriate InterRAI assessment tools are utilised competently i.e. Home Care, Contact, Long Term Care Facility and Palliative</li> </ul>
<ul style="list-style-type: none"> <li>• <b>To maintain a functional perspective in the support needs assessment process and to identify what other assessments should be accessed with client consent e.g. specialist clinical assessment, AT&amp;R or input from other disciplines.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate referrals are made for specialist assessments with client's knowledge and consent.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Collect and record appropriate information to a high standard to identify the individual's need and circumstances.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Assessments are written in a professional and legible manner.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Review/ Re-assess support needs if needs have changed or the client requires increased support.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Re-assessments are completed when needs have changed</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain effective ongoing communication and liaison with other personnel e.g. clerical, interdisciplinary and community organisations.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Client plans reflect a team approach.</li> <li>• Participate in assessment, treatment and rehabilitation process</li> <li>• Identify and flag issues and risks in a timely manner</li> </ul>
<ul style="list-style-type: none"> <li>• <b>The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position.</b></li> </ul>	<ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain high standards of performance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Review process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Team Leader, completing Safety First as appropriate.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects &amp; enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of Fire and Civil Defence procedures</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain good communication and interpersonal relationships within Clutha Health First</b></li> </ul>	<ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Actively participate in quality assurance activities.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assumes responsibility for personal professional/work education and development</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance of Needs Assessment.</li> <li>• Negotiates with management to attend appropriate education and training.</li> <li>• Understands and maintains knowledge of consumer issues.</li> <li>• Participates in own performance review annually.</li> </ul>

### Performance Measures

Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.

Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.

Participates in an annual Staff Appraisal with the Allied Health Team Leader.

Meets the performance expectations (actual and implied) of a Needs Assessor.

### Treaty of Waitangi

Clutha Health First recognises the special relationship between Māori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.

As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Māori patients.

### Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 plus amendments and associated CHF procedures.

Work practices ensure safety for self and others

Advice or assistance is sought before commencing an unfamiliar work practice

Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.

Comply with Clutha Health First incident reporting and Health & Safety policy

Emergency management procedures and compulsory/compliance education and training completed.

Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated.

### Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

### 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.

### Acknowledged / Accepted:

Employee Name

Employee Signature

Date

Team Leader Name:

Team Leader Signature:

Date