

# Position Description

<b>Position Title</b>	Child Well-being Nurse		
<b>Location</b>	Auckland	<b>Reports to</b>	General Manager
<b>Hours</b>	40 hours per week with shared on call responsibilities	<b>Direct reports</b>	Nil
<b>Main Purpose</b>	Responsible for ensuring the wellbeing and clinical service delivery to special needs tamariki in line with RDNS NZ contractual, legislative and accreditation requirements.		
<b>Key Relationships</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Clients: Pēpi, Tamariki &amp; Rangatahi</li> <li>• Complex Needs Manager</li> <li>• Clinical Team</li> <li>• Support Worker Coach (Child Wellbeing)</li> <li>• House Leaders, (Child Wellbeing)</li> <li>• Support Workers, (Child Wellbeing)</li> <li>• Behavioural Support Therapist</li> <li>• Executive Management Team</li> </ul>		<b>External</b> <ul style="list-style-type: none"> <li>• Oranga Tamariki</li> <li>• Ministry for Disabled People</li> <li>• Taikura Trust</li> <li>• GP's / Paediatricians</li> <li>• Pharmacists</li> <li>• Whānau</li> <li>• Allied health professionals</li> <li>• District Nurses</li> <li>• Medimap Team</li> </ul>

Key Result Area	Key Accountabilities	Expected Results
<b>Child Wellbeing services</b>	<ul style="list-style-type: none"> <li>• Assess / review tamariki / rangatahi utilising prescribed tools to gather and document data.</li> <li>• Develop and update tamariki Support Plans. Ensure plans are individualised and client centred, and goal directed.</li> <li>• Identify and report situations that may impact on the health and safety of tamariki or staff.</li> <li>• Report changes in Tamariki health or coping status in a timely manner.</li> <li>• Monitor and document tamariki achievements / progress towards goals, changes.</li> <li>• Assessments / reviews are completed within the required timeframes.</li> <li>• All work with tamariki incorporates RDNS NZ's Child Wellbeing model of care i.e. Kei to Taha / By your side. (Meihana model, Trauma informed &amp; Client centred)</li> <li>• Relevant 'alerts' are documented into the client management system.</li> <li>• Complete all documentation and data entry with required timeframes in</li> </ul>	<ul style="list-style-type: none"> <li>• Services are delivered to tamariki in accordance with the organisations strategic direction, polices and procedures, quality processes, operational systems, and contractual requirements.</li> <li>• All work is within scope of practice defined by the relevant professional registration of NZ and within level of competence and contractual service specifications.</li> <li>• All reviews and tamariki documentation is up to date and accurate.</li> </ul>

	accordance with RDNS NZ policies and procedures.	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Provides leadership, role modelling and clinical oversight to Support Workers.</li> <li>• Follows up on clinical issues raised by Support Workers.</li> <li>• Report Support Worker performance issues to the Complex Needs Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions are made within the parameters of RDNS NZ policies and procedures regulations / legislation.</li> <li>• Issues raised by Support Workers are followed up and resolved and documented as per RDNS standards</li> </ul>
<b>Contractual compliance &amp; Operational Excellence</b>	<ul style="list-style-type: none"> <li>• Knowledgeable in relation to Oranga Tamariki &amp; Disability focused contracts and legislation.</li> <li>• Services are delivered to clients in accordance with the organisation's strategic direction, quality processes, operational systems, and contractual requirements.</li> </ul> <p>Key performance indicator reporting processes are in place, managed and exceptions/risks are identified and mitigated.</p>	<ul style="list-style-type: none"> <li>• Compliance in relation to the Oranga Tamariki Care standards and contract requirements. Compliance in relation to MSD Contractual requirements and RDNS internal policies and processes.</li> <li>• Contractual KPI's are met.</li> <li>• Key Stakeholders report relationship is professional &amp; collaborative, and services meet necessary standard of care.</li> </ul>
<b>Building &amp; Maintaining Relationships</b>	<ul style="list-style-type: none"> <li>• Establish and maintains effective internal &amp; external relationships that enable positive outcomes to be achieved.</li> <li>• Builds and maintains networks and relationships.</li> <li>• Communicates with internal and external stakeholders to ensure timely and accurate information flow.</li> <li>• Collects, analyses, and reports on client care/resource data as required.</li> <li>• Able to backfill Complex Needs Manager when (she/he) on leave</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback received from internal &amp; external stakeholders.</li> <li>• Participates &amp; actively contributes to multidisciplinary team meetings as required.</li> </ul>
<b>Cultural Safety</b>	<ul style="list-style-type: none"> <li>• Works effectively with Māori and Pacifica children and other identified cultural groups in a manner that clients deem to be culturally safe &amp; respectful.</li> <li>• Actively contributes to achieving Pae Ora and cultural safety in relation to Te Tiriti O Waitangi .</li> <li>• Utilises tikanga practices when working alongside tamariki &amp; whanau.</li> <li>• Seeks support and guidance from RDNS Cultural Advisory Group as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback received from tamariki/rangatahi as well as from whānau/iwi.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Ensures quality standards, certification and audit requirements are met and maintained by the team.</li> </ul>	<ul style="list-style-type: none"> <li>• Accreditation in relation to Quality Standards achieved and maintained.</li> <li>• Quality improvements are successfully implemented</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify opportunities for quality improvements.</li> <li>• Participates in quality improvement initiatives.</li> <li>• Works effectively &amp; collaboratively with the Quality, Risk &amp; Training Manager other Clinical Nurse Managers to achieve best practice quality outcomes.</li> <li>• Attends &amp; contributes to Child Wellbeing specific meetings including internal &amp; external MDT's.</li> </ul>	
<b>Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Identifies and attends relevant clinical training specific to meet the needs of medically fragile &amp; children with special needs.</li> <li>• Attends Behavioural specific training to meet the needs of tamariki in RDNS care including, CPI training, and Behavioural Training</li> <li>• Provides tailored Clinical training to Paediatric Nurses specific to the needs of the tamariki.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical competencies are in place and up to date.</li> </ul> <p>Behaviour Training competencies can be evidenced.</p>
<b>Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Ensures own behaviour is in accordance with the values, standards, and expectations of the organisation.</li> <li>• Develops an awareness of own personal development needs.</li> <li>• Takes ownership for career development and translates this into personal development objectives.</li> <li>• Solicits feedback and ideas for improvement from colleagues and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager &amp; other internal and external stakeholders report conduct is always professional, and employee is an RDNS NZ ambassador and complies with Nursing Council of NZ competency to practice.</li> </ul>
<b>Team Player</b>	<ul style="list-style-type: none"> <li>• Supports a high performing team by demonstrating open communication, integrity and trust.</li> <li>• Works to resolve problems, shares information, provides input and ideas on how the team could be more efficient.</li> <li>• Open to feedback and ideas from others.</li> <li>• Exhibits team player behaviour at all times and works to ensure a positive working environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Understands own and others positions and roles in achieving team objectives.</li> <li>• Actively participates in team meetings.</li> </ul>
<b>Health &amp; Safety (H&amp;S)</b>	<ul style="list-style-type: none"> <li>• Creates a H&amp;S culture by promoting and championing H&amp;S initiatives and driving continuous improvement.</li> <li>• Ensure the risk of harm to tamariki and staff is frequently reviewed, and actions are taken to eliminate or minimise risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the importance of H&amp;S and demonstrates awareness of safe practices and procedures.</li> <li>• H&amp;S initiatives are rolled out successfully.</li> <li>• All Incidents and accidents are recorded appropriately and in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure RDNS NZ practices are safe and comply with company polices and current legislation.</li> <li>• Keep up to date with RDNS NZ H&amp;S policies and current legislation.</li> <li>• Ensure the local environment meets client’s and staff needs for personal health, safety, and security.</li> <li>• Manage incidents ensuring that RDNS NZ policies and procedures are followed.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Physical environment is safe and secure.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Undertakes other appropriate and reasonable duties to ensure the effective running of the Child Wellbeing program.</li> </ul>	<ul style="list-style-type: none"> <li>• Other duties are undertaken if and when required</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Competencies and Qualifications</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Comprehensive Registered Nurse holding a current practicing certificate with the Nursing Council of NZ with experience in Paediatrics and or Disability.</li> <li>• Hold the relevant documentation to legally work in New Zealand.</li> <li>• Ability to build and maintain credible and productive relationships with a wide range of internal and external stakeholders.</li> <li>• <b>Customer focused:</b> Supports a customer-centred (internal and external) approach to decision making and operational planning and is an excellent role model for customer service excellence.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Effective computing skills including the Microsoft Office Suite and relevant client management system. Demonstrated people leadership experience with proven ability to lead, engage and influence others.</li> </ul>	

Reviewed/Created by	Kirstin Harrison
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