



The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	HCSS Service Coordinator
Location:	Buller
Department:	Nursing
Reporting to:	Manager, Home and Community Support Service
Functional Relationships:	<ul style="list-style-type: none"> • Home and Community Support Service Staff • Enrolled/Registered Nurse HBSS • District Nursing • AT&R Needs Assessor • Meals on Wheels Coordinator • Lifelinks • Healthcare NZ/ACCESS • Accounts WCDHB • Infogeni Business Solutions
Purpose:	To provide coordination and administrative support to HBSS on the West Coast

Principal Objectives:	<p>To coordination and provide Administrative services for HBSS</p> <ol style="list-style-type: none"> 1.1 Displays evidence of an efficient, effective service delivery consistent with Service Specifications with MOH and ACC 1.2 Maintains, and supports data input into HCSS Software systems 1.3 Establish and maintain an up-to-date administration system which includes data for billing of external sources such as ACC (<i>using software where able</i>) 1.4 To support management of Payroll requirements for HCSS 1.5 If required provides relevant and up-to-date data for funding and invoicing purposes 1.6 The Coordinator will be expected to contribute to the overall ability of the HCSS to work within available resources. No items will be purchased except on the express direction of the Manager. 1.7 To support employment of new staff 1.8 To manage leave and placement of staff 1.9 Ensures staff rosters on software up to date 1.10 Has a working knowledge of ContinuCare and is able to train other staff as required
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Principal Objectives Continued :	<p>To work with the Manager and Nurse Assessor to facilitate provision of services for referred clients needing support to stay in their own homes</p> <p>2.1 Provides a service which is consistent with the Service Specifications under contractual requirements of MOH</p> <p>2.2 Supports HCSS to respond to referrals within required timeframes.</p> <p>2.3 Displays an excellent working knowledge of the policies and protocols relating to home support workers and works within those boundaries</p> <p>2.4 Meets the ethical standards of the WCDHB</p>
	<p>To maintain professional standards related to HCSS Service Quality Standards</p> <p>3.1 Attend, when appropriate any relevant in-service training</p> <p>3.2 Attends HCSS team meetings as required</p> <p>3.3 Contributes to the HCSS Quality Group to support continuous quality improvement.</p>
	<p>To assist Home and Community Support Services to provide a quality service</p> <p>4.1 Keep clear, accurate and up-to-date records</p> <p>4.2 Provide statistics and other information when required (<i>using Soft ware when required</i>)</p> <p>4.3 Completes Health & Safety assessment in provision of all Home and Community Support Services</p> <p>4.4 Undertakes other tasks as may be required by the Manager from time to time</p>
	<p>Comply with legislative obligations</p> <p>6.1 Will become aware and comply with relevant legislation and applies to their daily work, e.g. Privacy Act 1993, Health and Disability Act 1994</p>

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Has some health related work experience is helpful
- Have a working knowledge of both Microsoft Word and Microsoft Excel
- Familiarity with using patient information databases is helpful but not essential
- Has the ability and confidence to pick up new applications

QUALITY STANDARDS

- It is expected the coordinator will participate in the development of quality activities

PERSON SPECIFICATION:

The preferred appointee should have the following personal qualities:

- Able to maintain confidentiality and use discretion.
- Ability to prioritise tasks
- Superior time management skills
- Good interpersonal and communication skills
- Able to work unsupervised and prioritise workloads.
- Possess ability to work co-operatively and efficiently.
- Possess a high level of initiative.
- Be able to work as part of a team.
- Accountability
- Have well developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities.
- Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi.
- Flexibility to work extra hours if required.
- Be able to complete relevant documentation as required.
- A high level of self-presentation.
- Able to work under pressure and meet deadlines.
- Commitment to on-going self-development.
- Pleasant phone manner

HEALTH AND SAFETY

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant West Coast DHB and policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager is unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions
- *Maintain knowledge of and promote H&S policies to staff*
- *Report to the Manager on H&S issues, meetings, programmes and initiatives*
- *Ensure H&S programmes are sustained and adequately resourced*
- *Ensure appropriate system is in place to identify, assess and control workplace hazards*
- *Ensure accidents and injuries are reported and investigated, ensure relevant documentation is completed and forwarded to H&S Advisor*
- *Ensure all employees are provided with information about hazards and controls in the workplace*
- *Ensure all staff are induced in H&S policies and procedures relevant to their position and workplace*
- *Ensure regular audits to monitor hazard identification and control*

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.

*Signed on behalf of West Coast District
Health Board*

*I accept the terms and conditions as outlined in
this Position Description*

Date _____

Date _____

Name:

Name:

Position:

West Coast District Health Board

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