

Job Description

Visiting Neurodevelopmental Therapist

Child Health Services

Position Title:	Visiting Neurodevelopmental Therapist
Organisation Unit:	Child Health Services
Location:	Child Health Centre, Whangarei Hospital, Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora)
Responsible to:	Team Leader - Allied Health, Child Health Services, Te Whatu Ora
Primary Functions of the Position:	<p>To provide an effective and efficient Visiting Neurodevelopmental Therapy service to tamariki aged 0-3 years with developmental concerns.</p> <p>To provide assessment, therapy management, education and support in partnership with families/whanau to enable tamariki to achieve optimum function and well-being.</p>

Functional Relationships

The Visiting Neurodevelopmental Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Team Leader, Allied Health, Child Health Services • Clinical Director, Paediatrics and Neonatal • Clinical staff at Child Health Centre • Clinical staff on the Special Care Baby unit • Professional Advisor, Physiotherapy or Occupational Therapy Service • Director of Allied Health, Scientific and Technical • Other Te Whatu Ora departments and Employees 	<ul style="list-style-type: none"> • Government agencies • Primary Health Organisations • Iwi providers • Non-Government Organisations • Families/ Whanau

Key Responsibilities and Expected Outcomes

Te Whatu Ora has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Visiting Neurodevelopmental Therapist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To work with children, their families/whanau and the Child Health Services team to provide a Visiting Neurodevelopmental Therapy service that is culturally safe and meets current written standards.
- Communication & Teamwork
- Relationship Building
- Professional development
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tiriti o Waitangi Training
Work with children, their families/whanau and the Child Health Services team to provide a Visiting Neurodevelopmental Therapy service that is culturally safe and meets current written standards	<ul style="list-style-type: none"> • Referrals are actioned and initial contact is made within set Child Health Service policy guidelines. • Appropriate assessment and techniques are used. • Children's equipment needs are met according to current Health Service standards. • Professional Standards of Practice are met. • Ensure that all clients/families accessing our service are treated in a culturally appropriate manner. • Feedback from staff and clients indicate a culturally safe standard of practice. • Accessable accredited assessor requirements met.
Communication and Teamwork	<ul style="list-style-type: none"> • To ensure that the Child Health Service Occupational Therapy caseload is managed according to clinical need. • At times of staff absence, cases will be reviewed and actioned according to clinical need. • To provide support and orientation to new staff members as required. • Priorities agreed by the Team. • All records and data collection will be completed according to Child Health Service requirements and professional standards. • Accurate and timely statistical information is collected to meet requirements as directed by the Clinical Team Leader.
Relationship Building	<ul style="list-style-type: none"> • Maintain harmonious inter-personal relationships and effective consultation within team through formal and informal contacts, joint visits and team meetings. • Communication is open, objective and sound conflict resolution strategies are demonstrated. • Liaise, communicate and co-operate effectively with other NDHB departments and community agencies, to ensure a clear understanding of the Visiting Neurodevelopmental role. • Joint meetings are organised and attended.

Key Responsibility Area	Expected Outcomes
Professional Development	<ul style="list-style-type: none"> • Participate actively in performance management. • Key result areas are agreed with Team Leader and Professional Advisor and are met. • Key result areas are reviewed annually. • Contribute to service planning, development and management. • Visiting Neurodevelopmental Therapist service component within the team is met and is represented within the Child Health Centre policies and procedures. • Outcomes of special projects as set in key result areas indicate participation in this process. • Maintain knowledge base and standards of practice to level required by relevant professional bodies. • Professional competencies are maintained through: <ul style="list-style-type: none"> – Regular formal supervision with approved Clinical Supervisor. – Attendance at approved training opportunities, conferences, courses, inservice, seminars, and – Accessing medical library/ literature sources as needed. • Contribute to the education of co-workers within the Child Health Service. <ul style="list-style-type: none"> – Occupational Therapists contribute to inservice and study days. – Feedback indicates that the role of the Occupational Therapist is understood.
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Bachelor of Physiotherapy / Bachelor of Health Science (Physiotherapy) OR/ <ul style="list-style-type: none">• Bachelor of Health Science (Occupational Therapy)• Bachelor of Occupational Therapy- Otago Polytech• Advanced Diploma of Occupational Therapy- CIT• Overseas qualification suitable to receive New Zealand registration and Practising Certificate (see New Zealand OT board website for details)	<ul style="list-style-type: none">• Relevant Postgraduate Qualification• Paediatric Bobath Training (Basic 8-week course)

Experience

Essential	Desirable
<ul style="list-style-type: none">• Previous paediatric experience preferably working with younger children (under 3 years of age).	<ul style="list-style-type: none">• Previous experience working the role of Visiting Neurodevelopmental Therapist

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Health and Safety at Work Act 2015• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Excellent communication skills• Ability to work as a part of a multidisciplinary team• Excellent time management skills• Excellent organisational skills• Proven ability to work unsupervised• Well-developed interpersonal skills• Excellent written and oral skills

Personal Attributes

- Friendly and open person who is able to relate to and work with a variety of people
- Ability to be flexible, versatile and open to change
- Initiative
- Passion for working with tamariki and their whanau

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of
employee: _____

Date: _____