Mental Health Care Assistant

Position Description

Date: April 2016

Job Title: Mental Health Care Assistant
Department: He Puna Waiora
Location: Acute Mental Health Inpatient Unit
Reporting To: Charge Nurse Manager (or delegated Clinical Charge Nurse).
At all times works under the direct supervision of an identified Registered Nurse
Direct Reports: None

Functional Relationships with
- Internal
  - Clinical Nurse Educator
  - Registered Nursing staff
  - Medical staff
  - Allied Health professionals
  - Other unit staff

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:
1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
**Mental Health Care Assistant**

**Position Description**

**Purpose of the role:**

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<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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| To assist the multidisciplinary team to provide care for service users and their family/whanau in a safe and effective manner | • Carries out tasks as assigned by registered nursing staff.  
• Works co-operatively with the multidisciplinary team.  
• All care activities are documented in the clinical file, and will include rationale for interactions and outcomes of activities.  
• Documentation is accurate, legible, objective, concise and complies with unit policy.  
• Liaises with registered nursing staff regularly during the duty period to review activities.  
• Assists with recreational, social, and vocational activities in accordance with care plans.  
• Assists service users with activities of daily living, and transportation to activities in accordance with care plans.  
• When requested, attends clinical meetings and participates as appropriate.  
• Observes and interacts with service users and their families/whanau in a manner which maintains and respects individual dignity. |
| To work in a manner that supports a Recovery focus within the unit | • Understands and acts in accordance with Recovery Competencies for New Zealand Mental Health Workers (2001).  
• Recognises and supports personal resourcefulness of service users.  
• Supports self advocacy for all service users.  
• Is respectful to service users and their family/whanau  
• Shows an awareness of service user initiatives |
| To support the maintenance of a safe, clean environment | • Adequate supplies of unit resources and equipment, as identified by the CNM, are monitored and maintained.  
• When requested, assists with clerical and administrative tasks.  
• Assists with environmental cares such as ward tidiness and cleanliness as requested by the registered nursing staff. |
<p>| To support the delivery of a culturally safe | • Works co-operatively with cultural services |</p>
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<th>EXPECTED OUTCOMES</th>
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<td>service and adheres to cultural advice and direction.</td>
<td>• Actions will reflect the importance of, and acknowledgement of individual cultural values</td>
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| To comply with WDHB policies and protocols | • Completes orientation and all mandatory training activities in accordance with unit policy.  
• WDHB values are known and supported  
• Consumer rights and responsibilities are known and supported.  
• Confidentiality is maintained in accordance with WDHB policies and standards. |
| To participate in role development | • Demonstrates self awareness and recognition of parameters of the role.  
• Accesses and participates fully in learning and training opportunities relevant to the role.  
• Participates in regular formal and informal clinical supervision as appropriate to the role. |
| Statutory & Treaty of Waitangi obligations | B Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.  
B Shows sensitivity to cultural complexity in the workforce and patient population |
| To recognise individual responsibility for workplace Health & Safety under the Health & Safety Act 1992 & Amendments 2002 | Support WDHB H&S Culture by:  
**All Employees**  
• Following & complying with H&S policies & processes & applying them to their own work activities  
• Identifying, reporting & self-managing hazards where appropriate  
• Early and accurate reporting of incidents at work |
# PERSON SPECIFICATION

**POSITION TITLE:** To provide assistance and support to the health care team in the delivery of care to service users and their family/whanau

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<th>Minimum</th>
<th>Preferred</th>
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<tr>
<td><strong>Qualification</strong></td>
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<td>• National Certificate in Mental Health or equivalent.</td>
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<td><strong>Experience</strong></td>
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<td>• Demonstrated ability to make an effective unit and team contribution.</td>
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<td>• Experience in care giving.</td>
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<td>• Experience in mental health care.</td>
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<td><strong>Skills/Knowledge/Behaviour</strong></td>
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<td>• Ability to work under guidance and according to care plans and guidelines.</td>
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<td>• Ability to communicate clearly and effectively both written and oral.</td>
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<td>• Ability to maintain confidentiality and understanding of relevant legislation.</td>
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<td>• An understanding of the needs of other cultures.</td>
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<td>• A current, clean car driver’s license.</td>
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<td>• Demonstrates basic problem solving skills.</td>
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<td>• Ability to identify own stress/coping mechanisms.</td>
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