

Bowel Screening Pilot (BSP) Maori Community Coordinator

Position Description

Date: January 2018

Job Title : **National Bowel Screening Programme (NBSP) Maori Health Promoter**

Department : Surgical and Ambulatory Services

Location : Bowel Screening 2 Lake Pupuke Drive, Takapuna

FTE : 0.5

Reporting To : Team Leader, Health Promotion Team

Direct Reports : Nil

Functional Relationships with : Internal

BSP Programme Manager
BSP Clinical Director
BSP Communications Manager
BSP Health Promotion Team
WDHB Manager Maori Health Gain
WDHB Endoscopy Unit
He Kamaka Oranga

External

Waitemata PHOs and General Practitioners
Community Organisations and groups
Ministry of Health National Screening Unit (NSU)
National Coordination Centre (NCC)
Maori health services and providers
NBSP Regional centre

Purpose : To reduce the impact of bowel cancer among Maori through informed and early participation in the National Bowel Screening Programme (NBSP) within the Waitemata rohe.

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KEY TASKS	EXPECTED OUTCOMES
To increase knowledge of bowel cancer and awareness and understanding of the screening programme through the delivery of key messages in a range of existing and developed community forums and settings	<ul style="list-style-type: none"> • A high level of engagement is achieved with Waitemata population and in particular, the Maori community. • Whanau have increased knowledge of bowel cancer and are fully aware of the screening programme • Information sessions are delivered within appropriate targeted community settings • Maori health and social service providers have an increased awareness of bowel cancer and the screening programme
Provide information to encourage informed participation by whanau in the NBSP programme -among the eligible men and women aged 60-74 living the Waitemata rohe	<ul style="list-style-type: none"> • NBSP information resources are provided to all Maori stakeholder groups and made available to the eligible Whanau • New resources, specific for the Maori community, are developed in consultation with the Comms manager • Expressions of interest in participation in the screening programme are followed up to ensure eligibility criteria are met and passed on to the NCC • Whanau have access to the information required to enable informed consent to participate in the screening programme
Supporting whanau	<ul style="list-style-type: none"> • Provide support in the home when and where appropriate to ensure participants understand how to complete the test.
Identify new opportunities for relationships with Maori community and stakeholder groups	<ul style="list-style-type: none"> • A database of community and stakeholder groups and networks is maintained and developed • Linkages with community and stakeholder groups are established and opportunities to input into health promotion plans and strategies identified • New opportunities to promote the BSP within the Maori population are identified
To provide cultural and practical support for participants to attend the Endoscopy Unit if	<ul style="list-style-type: none"> • Whanau are supported to attend the

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required	Endoscopy Unit for the diagnostic procedure as requested by the participant/Whanau/ or colonoscopy unit
Team Work	<ul style="list-style-type: none"> • Participate in health promotion events with the bowel screening team. • Participate in the bowel screening team review and planning sessions • Attend all NBSP team meetings to remain up to date with all issues and information pertaining to the delivery of the programme. • Maintain an appropriate level of communication and information sharing with the Health Promotion team leader and other members of the Health Promotion team • Undertake other duties as discussed and agreed with Programme Manager or Health Promotion Team leader • All services provided are consistent with the BSP Service Delivery Model, Quality Standards, policies, procedures
Record keeping	<ul style="list-style-type: none"> • A record is kept of all information sessions/promotions provided, including the number of attendees and the evaluation results • A monthly report will be submitted to the Health Promotion Team Leader
Personal Development	<ul style="list-style-type: none"> • Personal development plans are completed and performance review meetings are attended • Relevant training and development sessions are attended
Service User Satisfaction	<ul style="list-style-type: none"> • All complaints are registered and managed as per the WDH B Complaints Procedure • The team leader is informed of complaints immediately

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<p>To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</p>	<ul style="list-style-type: none"> • Company health and safety policies are read and understood and relevant procedures applied to their own work activities • Workplace hazards are identified and reported, including self management of hazards where appropriate • Health and safety representative for the area can be identified

Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

“everyone matters”

Every single person matters, whether a patient / client, family member or a staff member

“with compassion”

We see our work in health as a vocation and more than a job, We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

“connected”

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

“better, best, brilliant”

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Behavioural Competencies	Behaviour Demonstrated
Communicates and Works Co-operatively	<ul style="list-style-type: none"> Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.
Is Committed to Learning	<ul style="list-style-type: none"> Proactively follows up development needs and learning opportunities for oneself and direct reports.
Is Transparent	<ul style="list-style-type: none"> Communicates openly and engages widely across the organisation. Enacts agreed decisions with integrity.
Is Customer Focused	<ul style="list-style-type: none"> Responds to peoples needs appropriately and with effective results Identifies opportunities for innovation and improvement
Works in Partnership to Reduce Inequality in Outcomes	<p>Works in a way that:</p> <ul style="list-style-type: none"> Demonstrates awareness of partnership obligations under the Treaty of Waitangi. Shows sensitivity to cultural complexity in the workforce and patient population. Ensures service provision that does not vary because of peoples' personal characteristics.
Improves health	<ul style="list-style-type: none"> Work practices show a concern for the promotion of health and well-being for self and others.
Prevents Harm	<ul style="list-style-type: none"> Follows policies and guidelines designed to prevent harm. Acts to ensure the safety of themselves and others.

VERIFICATION:

Employee: _____

Position Description

Manager: _____

Date: _____

Review Date: _____

PERSON SPECIFICATION

	Minimum	Preferred
Qualification	<ul style="list-style-type: none"> Has completed / or completing a Health Promotion or relevant tertiary qualification Has a clean /full driving licence 	<ul style="list-style-type: none"> Has a health promotion, social work, teaching or other relevant degree
Experience	<ul style="list-style-type: none"> Is skilled and familiar in working safely in Maori social settings, with a credible reputation in the Maori community in the Waitemata DHB area Has sound understanding and relevant experience about organizing/providing the cultural support needs of Maori people using health services Has an understanding of health promotion, events, activities and social marketing tools. 	<ul style="list-style-type: none"> Well established links with Maori Whanau/hapu/iwi, organisations and communities in the Waitemata DHB area (i.e. Te Tai Tokerau) Sound background in the kaupapa of health and an ability to communicate effectively with the different local groups on all the relevant issues Recent experience in Social Marketing and health promotion events or activities Working knowledge and or recent experience in a range of social marketing approaches
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> Intermediate or conversational in Te Reo Familiarity with Maori models of health, including but not 	<ul style="list-style-type: none"> Experience in motivating Maori to participate in health promotion/screening programmes



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	<p>limited to Te Tapa Wha</p> <ul style="list-style-type: none">• Report writing, and meeting deadlines• Being a team player• File and record keeping are well maintained• Available for occasional evening and week-end work	<ul style="list-style-type: none">• Is able to use a variety of Maori models of health appropriately in health promotion and support service practices• Experience in working in a health team to plan and deliver health promotion activities
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