Job Title

Mental Health Care Assistant

Date: March 2006

Job Title : Mental Health Care Assistant
Department : District Mental Health Services
Location : Acute Mental Health Inpatient unit
Reporting To : Charge Nurse Manager (or delegated Clinical Charge Nurse)
Direct Reports : Nil

Functional Relationships with : Internal
Registered Nursing staff
Medical Staff
Allied Health Professionals
Other Unit staff

Purpose : 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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<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 delegated by registered nursing staff  
• Works co-operatively with the multidisciplinary team  
• Actively works with service users to support them in managing their distress/agitation.  
• Supports the service users to maintain their own safety without the use of restraint and seclusion.  
• 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 in accordance with care plans.  
• When requested, attends clinical meetings and participates as appropriate  
• Is respectful to service users and their families/whanau  
• Shows an awareness of service user initiatives |
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| **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.  |
| **To support the maintenance of a safe, clean environment** | • Adequate supplies of unit resources and equipment, as identified by the CNM or delegate  
• 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  |
| **To support the delivery of a culturally safe service** | • Works co-operatively with cultural services and adheres to cultural advice and direction  
• Actions will reflect the importance of, and acknowledgement of individual cultural values  |
| **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** | • Ensures the professional and political integrity of WDHB by carrying out their duties in compliance of the Treaty of Waitangi, and by demonstrating a serious commitment to keeping the treaty alive  
• Shows sensitivity to cultural complexity in the workforce and patient population  |
| **To recognise Individual Responsibility for Workplace Health and Safety** | • 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  
• Can identify health and safety representative for area |
Job Title

Mental Health Care Assistant

VERIFICATION:

Employee: _______________________________________

Department Head: _______________________________________

Date: _______________________________________

Waitingata District Health Board - JOB DESCRIPTION -
PERSON SPECIFICATION

Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

- Every single person matters, whether a patient / client, family member or a staff member
- 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.
- 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.
- We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Our standards of Behaviour:

<table>
<thead>
<tr>
<th>Everyone Matters</th>
<th>With Compassion</th>
<th>Connected</th>
<th>Better, Best, Brilliant</th>
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<tbody>
<tr>
<td>Welcoming and friendly</td>
<td>Respect each individual</td>
<td>Listen and understand</td>
<td>Speak up for others</td>
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<td>Compassion for your suffering</td>
<td>Attentive and helpful</td>
<td>Protects your dignity</td>
<td>Reassuringly professional</td>
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<td>Communicate and keep people informed</td>
<td>Explain clearly</td>
<td>Teamwork with patients, whanau and colleagues</td>
<td>Give and receive feedback</td>
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<tr>
<td>Positive we can make a difference</td>
<td>Improve services and ourselves</td>
<td>Safe practice</td>
<td>Efficient and organised</td>
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Note: This job description forms part of an individual’s contract of employment with WDHB and must be attached to that contract.
**POSITION TITLE:** Mental Health Care Assistant

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