



Position Description

Occupational Therapist

pathways
ahakoā te aha

real
ahakoā te aha

Last Revised Date: July 2023

About Pathways and the Wise Group

At Pathways, we provide community-based mental health and wellbeing services throughout New Zealand. We support people to live well and be part of the communities of their choice by providing a range of support services around practical daily living, leading a healthy life, employment, and housing.

Pathways was established in 1989, introducing a new model of care to the mental health sector. Today, with our inspirational purpose of ‘supporting people to live full lives; hopeful and connected to what matters’, we’re continuing to lead, innovate and pioneer new ways of working.

At Pathways we believe in upholding the articles of Te Tiriti o Waitangi and recognise it as the founding document of Aotearoa. We have a rautaki Māori. This is the platform that sets our expectations and approaches for addressing equity. The articles of Te Tiriti inform how we develop and design our kawa to ensure the mana of kaimahi, tangata whai ora, taiohi and whānau remain upheld. Te reo Māori me ona tikanga influences our organisation. This means our practices, approaches, organisational rhythms and celebrations are informed by Māori tikanga.

We believe everyone can recover and we’re here to do everything we can to support them in their recovery. Our wairua or spirit of ‘whatever it takes’ is not just a slogan on the wall for us, our employees live this spirit every day.

While mental health is our priority, total wellbeing is our goal. We work to strengthen whānau. We’re all about hope and respect and providing personalised support that changes as people’s needs change. We are committed to working in a trauma informed way, recognising the impact trauma may have had on people and working with them to build their resilience and protective factors. Our Real services are those focused on increasing the whānau wellbeing of our taiohi.

Join us on our journey of helping people live a life they love.

The Wise Group

Pathways is part of the Wise Group, one of the largest non-government providers in Aotearoa New Zealand. The Wise Group is a family of charitable entities, all linked by a common dream – to create fresh possibilities and services for the wellbeing of people, organisations, and communities.

Being part of the Wise Group gives Pathways access to a wealth of resources and support, both from our shared business infrastructure services and from other entities in the Group.

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Position

Reports to:	Team Coach
Location:	Various locations across Aotearoa New Zealand
Purpose:	Actively assist people using Pathways' services to reach and maintain optimum wellbeing through a model of empowerment and inclusion in communities. Provide effective support, education, and clinical expertise to Pathways employees, tāngata whai ora, taiohi and whānau, ensuring best practice and internal and external standards are met or exceeded. As an Occupational Therapist, you will provide high quality assessment, treatment, review and facilitate meaningful occupation of tāngata whai ora or taiohi as part of the support team and wider community-based services. Plan interventions according to whai ora or taiohi needs ensuring involvement of whai ora or taiohi and their whānau, enabling access to appropriate resources to maintain in the community.

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Relationships

(Internal):

Pathways employees, Wise Group employees

Relationships Tāngata whai ora or taiohi (people using Pathways and Real services) and their whānau (families and support people), Te
(External): Whatu Ora and Te Aka Whaiora, other key stakeholders, external suppliers, Government agencies, and community agencies.

Ohia nui

Inspirational Purpose

We support people to live full lives; hopeful and connected to what matters to them



Aronga matua

Focus

Front of mind, every day

December 2022

Wairua

Spirit

Ahakoā te aha
Whatever it takes



Tūmanako tangata

Character Attributes

Aroha *Loving*
Whakahonohono *Connected*
Harikoa *Joyful*
Tika *Authentic*
Manako *Hopeful*
Māia *Courageous*
Māhorahora *Generous*
Pou Piripono *Reliable*

Mātāpono Beliefs

- Te Tiriti o Waitangi drives us to be pro-equity
- Living well is our goal, mental health and addiction is our priority
- We are part of great partnerships that deliver to people
- Peer support and lived experience are integral to what we do
- Helping everyone we support to have somewhere to live, something to do, something to hope for and someone to love
- Connected, diverse and compassionate communities build strength and resilience
- Our staff make the difference
- Sustainability influences our actions
- Evidence-based practice, tikanga and mātauranga underpins our mahi
- We invest in finding out 'What do you need right now?'

Wero nui

Greatest Imaginable Challenge

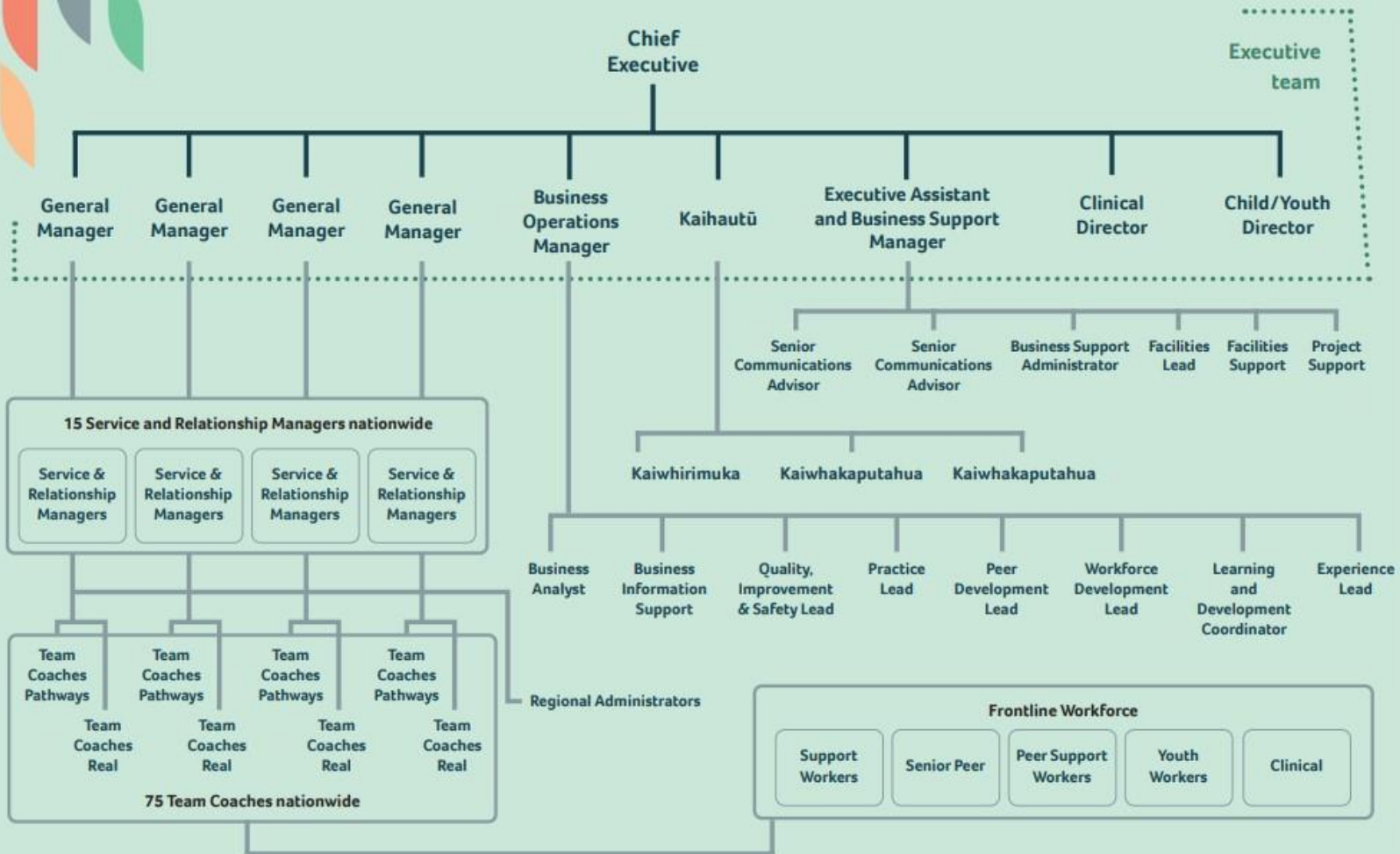
Every person using our services achieves equitable access and outcomes

pathways
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Pathways and Real leadership structure



- Business Support Service
- WMS
- Finance
- People and Culture
- Design and Digital
- Information Services
- Property Systems and Design
- Project Management Office
- Contracts & Legal

July 2023



Requirements of the position

Focus	Activities	Outcomes
<p>Assist individuals to reach and maintain optimum physical, emotional, and spiritual wellbeing through a model of empowerment</p>	<ul style="list-style-type: none"> • Ensure individual support/goal plans are developed and constantly reviewed in collaboration with all support stakeholders, incorporating person’s physical, emotional, and spiritual aspirations. • Respond positively to people’s strengths and celebrate achievement with the team and whai ora or taiohi through constant positive feedback. • Communicate effectively with whai ora or taiohi to obtain feedback regarding their overall service satisfaction. Strive for improvement by implementing innovative ideas and solutions following feedback. • Role model a focus on inspiring wellbeing and working to deliver innovative, responsive, high-quality services always. Develop effective and versatile methods of communication to ensure staff are aware of and consider people’s needs. Ensure activities for people using Pathways’ services are carried out as negotiated and are of a high standard, by actively assisting as required. • Ensure that service provision has a whānau focus and that whānau engagement happens in your practice and service. Ensure that service provision is documented in a timely manner and to a high standard that honours the voice and experiences of people using services. 	<ul style="list-style-type: none"> • Goal plans reflect consideration of physical, emotional, and spiritual wellbeing. • Goal plans are developed collaboratively and well documented within Recordbase. • Whānau engagement is high. • Achievements are celebrated. • Clinical records of service provision are of a high quality and other staff in the service are supported to document service provision to a similar standard. • Plans are discussed/coordinated with Primary/Secondary cares services or Agencies involved. • Plans are reviewed quarterly or as required.
<p>Provide high quality Occupational Therapy services</p>	<ul style="list-style-type: none"> • Provides both individual and group based occupational therapy intervention with whai ora and taiohi. • Practices in a safe manner and utilises evidence-based practice to guide therapeutic input. • Utilises, has knowledge of and promotes use of local resources. • Uses occupations and environments to facilitate and enhance 	<ul style="list-style-type: none"> • Works collaboratively with other team members to achieve integrated outcomes for whai ora and taiohi and provides an occupational therapy perspective through your consultancy to the team. • Professionally and competently manage self as an autonomous practitioner, accountable for your own actions ensuring all documentation is completed, reviewed, and

	<p>overall wellness and quality of life.</p> <p>Provide objectives and rationale for groups and group work.</p> <ul style="list-style-type: none"> • Identifies and articulates the unique roles and skills occupational therapy offers in the team. • Contribute to the delivery and ongoing development of the Service you work in through providing a comprehensive and progressive occupational therapy service to whai ora, taiohi and the support team. • Facilitate whai ora or taiohi participation in meaningful occupations now and in the future. 	<ul style="list-style-type: none"> • updated as required. <p>Professional supervision takes place on a regular basis and attendance at both Pathways and external learning and development courses is a priority.</p> <ul style="list-style-type: none"> • Develops and maintains a Professional Development Portfolio as required by the Health Practitioner Competency Assurance Act (2003)
<p>Support the operational management of the service in conjunction with the Team Coach</p>	<ul style="list-style-type: none"> • Support the effective day to day running of services, in collaboration and coordination with Team Coach or Service and Relationship Manager. • Develop and maintain collaborative, communicative relationships with external services. • Ensure standard operational matters in regard to external agencies are dealt with in a professional and timely manner. Any complex issues are dealt with in conjunction with the Team Coach or Service and Relationship Manager. Using Power BI, making sure that service information intelligence is used to understand and improve service delivery. • Provide effective after hours/on call support for employees and people using Pathways services, as required. 	<ul style="list-style-type: none"> • People using Pathways' and Real services are well supported by all team members. • The operational activities of teams that relate to service provision are well achieved.

<p>Provide support and education to other team members to ensure service delivery is innovative, responsive and of a high quality - provided in accordance with current best practice, professional competencies, and relevant internal and external standards</p>	<ul style="list-style-type: none"> Attend and provide clinical expertise to service review meetings, ensuring employees receive appropriate support/education with a clinician in attendance. Provide accurate and clear information to employees on current best practices that focus on recovery. Emphasise the development of individual responsibility and their self-care and personal wellbeing. Ensure personal knowledge is up-to-date and seek opportunities to share knowledge with whai ora, taiohi and other employees, ensuring knowledge inspires and empowers 	<ul style="list-style-type: none"> Education is provided to staff in models that focus on recovery and wellbeing. Attention is paid to own learning and sharing of information with staff and people using Pathways or Real Services. On-call duties across services are delivered to a high standard.
	<p>others.</p> <ul style="list-style-type: none"> Monitor all procedures in relation to clinical work to ensure the activities continue to meet organisational needs. Any improvement which can be made to existing procedures will be documented in an improvement request or discussed with the Team Coach. Develop and implement innovative quality improvements to ensure the service offered is highly regarded at all times. Provide effective on-call assistance as scheduled. 	

<p>Develop effective networks to ensure the service user pathway is seamless</p>	<ul style="list-style-type: none"> • Ensure referrals are managed to completion and information required at referral is complete and entered into our client information management system. Develop and maintain effective relationships with GPs, community agencies, Kaupapa Māori and Iwi services, Te Whatu Ora inpatient and Community Mental Health Teams, and whanau. Use strong relationships and networks to deliver collaborative and effective services. • Actively contribute to the coordination of excellent internal service delivery by attending and actively participating in management meetings, team meetings and clinical care and other meetings as required. • Ensure the service offered has a focus on community engagement and social inclusion. 	<ul style="list-style-type: none"> • All procedures regarding referral and assessment are undertaken in a timely manner. • Seamless service delivery occurs by ensuring all key support people are kept fully informed of all relevant information and this is clearly documented.
<p>Relationship and network development</p>	<ul style="list-style-type: none"> • Build direct relationships with Pathways stakeholders. Maintain positive relationships with Wise Group staff and other Group members to support quality service delivery, and synergy across the group. • Work in partnership with others to supplement information available. • Consult and engage across all areas in the organisation, mental health and addiction sector and other relevant forums to promote integrated and collaborative service provision. 	<ul style="list-style-type: none"> • Strong, effective, and continuing relationships increase the impact of your practice and of service provision.
<p>Contribute to the ongoing</p>	<ul style="list-style-type: none"> • Represent Pathways and Real in a professional manner at all 	<ul style="list-style-type: none"> • Actively live Pathways' and Real values and philosophies.
<p>success of Pathways and Real including reputation for excellence and innovation</p>	<p>times.</p> <ul style="list-style-type: none"> • Ensure employment policies and procedures are followed. • Provide positive and effective participation and collaboration with other Pathways employees. • Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards. 	

<p>Work in a culturally safe and respectful manner incorporating the principles of Te Tiriti o Waitangi, and being mindful of the cultural diversity of our communities</p>	<ul style="list-style-type: none"> • Demonstrate knowledge and application of the articles of Te Tiriti. • Undertake all interactions in a respectful and culturally appropriate and sensitive manner. • Seek guidance regarding tikanga and culturally specific models, approaches, and behaviors from appropriate sources. 	<ul style="list-style-type: none"> • Demonstrates behaviour that recognises and is consistent with equity principles and practices. • Proactively provides service provision to Māori whānau. • Builds competence in working with Māori whānau. Contributes to a positive team environment.
<p>Provision of other related duties within capability, as assigned by your manager</p>	<ul style="list-style-type: none"> • Performs other related duties within individual’s capability as assigned by your manager. 	<ul style="list-style-type: none"> • “Can do” attitude - operates as a team player and willing to perform any task required to support the organisation, business partners and other key stakeholders.
<p>Be your very best</p>	<ul style="list-style-type: none"> • Plan regular uninterrupted times to meet with your manager to review your 90-day plan and seek feedback on performance. • Actively attend and participate in regular coaching with your manager. • Actively develop personal leadership skills. Develop a learning and personal development plan with your manager and implement this plan as agreed. Discuss your portfolio goals with your manager to integrate your daily work with your registration requirements to intentionally create learning opportunities and stretch and to ensure you work top of scope for where you are at in our clinical journey. Invite and include your clinical supervisor in these conversations to ensure robust support and understanding of context and your practice. • Meet the requirements for your continued registration with your professional body. Share knowledge gained from professional development experiences. • Role model a healthy lifestyle. 	<ul style="list-style-type: none"> • You are well prepared for any forums and meetings, sharing what’s working and bringing ideas for continual improvement. Your skills are current, and your innate curiosity means that you are always seeking new learning opportunities. You demonstrate behaviour that is consistent with equitable practices. • Your annual practicing certificate remains current.

<p>Think and Act as One</p>	<ul style="list-style-type: none"> • Participate in creating a culture of think and act as one. Actively participate in and contribute to national leadership forums and regional meetings. • Represent Pathways, Real and the Wise Group in a professional manner at all times. • Provide positive and effective participation and collaboration with other parts of the Wise Group. • Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards. 	<ul style="list-style-type: none"> • The Wise Group based services feel connected to each other's work and each other. • You are highly regarded for your contribution regionally to the organisation. • The service continually repositions itself to meet perceived future need. • Projects and tasks are completed within agreed timeframes to agreed standards.
<p>Be committed to safety and wellness in the workplace</p>	<ul style="list-style-type: none"> • Take responsibility for personal wellbeing and health management within the workplace. • Comply with legal obligations and safety and wellbeing policies and procedures. • Role model excellent safety and wellbeing practices by reporting identified workplace incidents, near misses and/or hazards through the safety and wellbeing system as per Wise Group safety and wellbeing policy and procedure. • Be committed to safety and wellbeing. 	<ul style="list-style-type: none"> • Work practices are safe for self and others. Policies and procedures are understood and followed as designed. • All safety and wellbeing reportable events are accurately reported within specified timeframes.

Accountabilities

<p>Authority</p>	<ul style="list-style-type: none"> • Financial – Nil • Operational - Nil
<p>Direct Reports</p>	<ul style="list-style-type: none"> • Nil

Know how

	Essential	Preferred
Practical and Technical Knowledge/Qualification	<ul style="list-style-type: none"> • Recognised Occupational Therapy tertiary qualification. NZ Registered Occupational Therapist with a current annual practicing certificate. • Meets the requirements of the Health Practitioners Competence Assurance Act (2003). • Excellent written and verbal communication skills. • Attention to detail, particularly with regard to written documents. • Excellent time management, organisation, and file maintenance. • Actively communicates outcomes or progress. • Demonstrated capability in working with Māori whānau. • Full, clean driver’s license. 	<ul style="list-style-type: none"> • Courses and training relevant to Mental Health and Addictions. • Post graduate qualification relevant to role. • Innovative and problem solving. • Ability to work autonomously and is self-directed. • Sound understanding of whai ora, taiohi and mental health illness from clinical and occupational therapy theoretical frameworks.
Experience	<ul style="list-style-type: none"> • Knowledge of occupational therapy theory and process standards. • Knowledge of occupational therapy role within a mental health and addictions setting. • Working knowledge of Microsoft Office suite, including MS Teams and SharePoint. 	<ul style="list-style-type: none"> • One to two years of mental health experience. • Working within a multi-disciplinary team and across sectors. Group work and/or facilitation experience. • Knowledge of sensory modulation and trauma informed approaches. • Ability to learn new computer programmes and skills. • Delivering support to reduce health inequities for Māori.

