

## Position Description

Employment Agreement:	DHBs PSA Allied Public Health & Technical Multi-Employer Collective Agreement
Position Title:	<b>VIP Coordinator</b>
Service & Directorate:	Planning, Funding and Population/Public Health
Location:	Invercargill/ Dunedin
Reports to:	Service Manager, Public Health Service
Number of direct reports:	Nil
Date:	December 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>Southern District Health Board acknowledges that health professionals have a unique opportunity to recognise and respond to family violence concerns. When family violence and/or child protection issues are identified, health professionals have an obligation to promote safety and appropriate referral.</p> <p>Coordinate the provision of a comprehensive family violence intervention and child protection service which aims at minimising risk, improving recognition within the health setting and inter-agency collaborative management of family violence and at risk/vulnerable children in Southern District Health Board.</p> <p><b>Programme Coordinator:</b> Coordinates programme/s or specific activity, of which may well have a direct or indirect impact on Allied/Public Health practice, though will lead to an impact on patient/population health outcomes along the health continuum in partnership with other clinicians. This role requires the post holder to have a health qualification, though may not provide direct clinical care i.e. dementia pathway coordinator. This role has no delegated staff management.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Interpersonal Savvy</b>	Relates well to all kinds of people — up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
<b>Organizational Agility</b>	Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.
<b>Priority Setting</b>	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

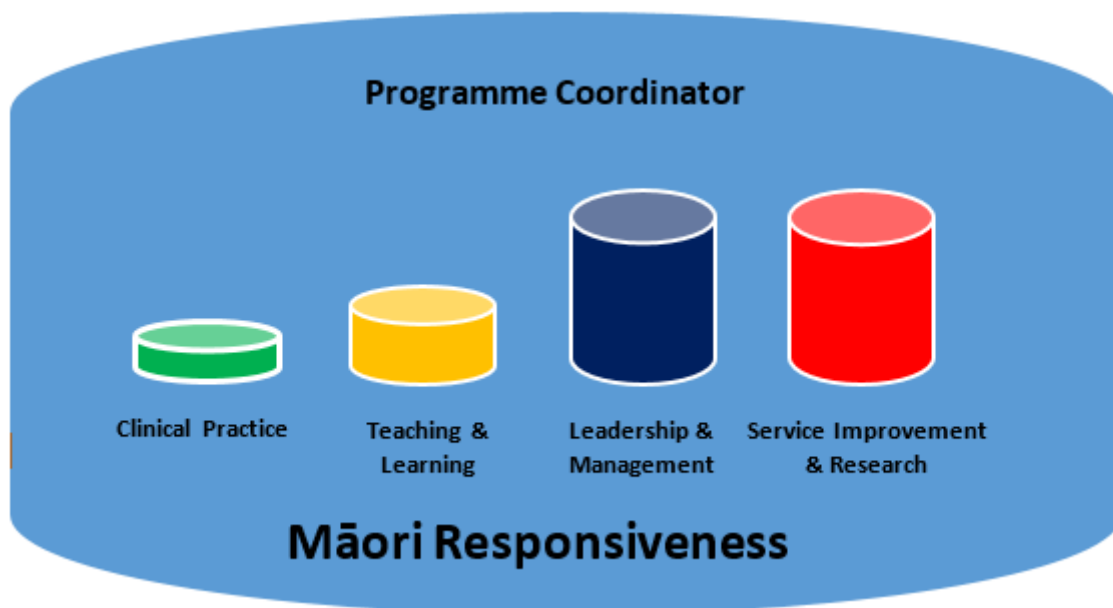
KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>Designated service staff within VIP Contract</li> </ul>	<ul style="list-style-type: none"> <li>General Practitioners, Midwives and other primary health care professionals</li> </ul>
<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Local agencies and/or Government Ministries who provide services to reduce family violence</li> </ul>
<ul style="list-style-type: none"> <li>Oranga Tamariki/DHB Liaison role</li> </ul>	<ul style="list-style-type: none"> <li>VIP Coordinators and Child Protection Coordinators in other DHBs</li> </ul>
<ul style="list-style-type: none"> <li>All Southern DHB staff</li> </ul>	<ul style="list-style-type: none"> <li>National VIP Manager for DHBs</li> </ul>

<ul style="list-style-type: none"> <li>Violence Intervention Programme team</li> </ul>	<ul style="list-style-type: none"> <li>National VIP Trainer</li> </ul>
<ul style="list-style-type: none"> <li>SDHB Maori Health team</li> </ul>	<ul style="list-style-type: none"> <li>National VIP Evaluation Team, Auckland University of Technology</li> </ul>
	<ul style="list-style-type: none"> <li>Other Hospitals/DHBs</li> </ul>
	<ul style="list-style-type: none"> <li>Maori Health Providers</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Tertiary qualification in nursing, social work or relevant equivalent.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Skill, experience and confidence to undertake leadership.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Possess a current full driver's licence.</li> <li>Effective communication skills which facilitate achievement of desired relationships with all staff at all levels within Southern District Health Board.</li> <li>Working knowledge of the Oranga Tamariki Act 1989, Children and Young People's Wellbeing Act, 1989, and the Domestic Violence Act 1995 and its application to the health setting.</li> <li>Knowledge of other relevant legislation (Privacy Amendment Act 2013, Vulnerable Children's Act 2014 and Protection of Personal and Property Rights 1988).</li> <li>Demonstrates understanding of family violence and the implications at all levels of society.</li> <li>Committed to extending own knowledge and skills.</li> <li>Committed to promoting and role modelling professional/self-development and continuous quality improvement.</li> <li>Committed to promoting interdisciplinary collaboration.</li> <li>Understanding a systems approach to achieving change.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Customer focused with a service ethic.</li> <li>Accountable for own responsibilities and area of expertise.</li> <li>A clear, focussed, motivated and adaptable approach to colleagues, patients, their families and the community.</li> </ul>	



**KEY RESULT AREAS:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Clinical Practice / Te Mahi Haumanu</b>	
<b>Deliver services according to contracts and specifications</b>	
<ul style="list-style-type: none"> <li>Implement the Violence Intervention Programme (VIP) in accordance with the National and Ministry specifications.</li> <li>Coordinate programme implementation within services working with systems leaders.</li> </ul>	<ul style="list-style-type: none"> <li>Support the implementation of the Ministry of Health (MoH) Family Violence Intervention Guidelines; Child Abuse and Intimate Partner Violence and Family Violence Intervention Guidelines for Elder Abuse and Neglect within the DHB.</li> </ul>
<b>Leadership and Management / Te Ārahi me te Whakahaere</b>	
<ul style="list-style-type: none"> <li>Establish regular contact with key community child protection and family violence intervention agencies.</li> <li>Clear referral pathways established for health referrals to community agencies.</li> <li>Support the implementation of national family violence and child protection related programmes within the DHB, for example Shaken Baby, Maternity Care, Wellbeing and Child Protection Multi Agency Group, National Child Protection Alert System.</li> <li>Maintain excellent communication both written and verbal with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and support clinical leaders/ champions in services.</li> <li>Regular meetings with core family violence/child protection community agency representatives.</li> <li>Referral processes will be in place with appropriate agencies.</li> <li>Relevant services supported to implement programmes.</li> </ul>
<b>Participate in the development of plans for district wide service delivery</b>	
<ul style="list-style-type: none"> <li>Constantly look for ways to contribute to and take an active part in the district planning for work delivery to ensure the constant improvement in quality, efficiency and accuracy of work delivered.</li> <li>Quality improvement activities for both child and partner abuse intervention will inform programme development, implementation and review.</li> <li>Monitoring and evaluation will be completed utilising the national VIP toolkit.</li> </ul>	<ul style="list-style-type: none"> <li>VIP Strategic Plan developed and implemented that integrates child and partner abuse intervention.</li> <li>Quality improvement is implemented using the national VIP tool kit.</li> <li>Monitoring data available for audit.</li> </ul>

<b>Teaching &amp; Learning / Ako Atū, Ako Mai</b>	
<ul style="list-style-type: none"> <li>• Provide peer support for clinical staff and/or supervision following identification of abuse.</li> <li>• Support staff implementing VIP e.g. Clinical Champions.</li> <li>• Develop and maintain a district VIP training plan for designated services.</li> <li>• Competent to deliver training.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilise existing database to evidence consultation and support given to staff.</li> <li>• Training delivered in accordance with national requirements.</li> <li>• Training is available cyclically.</li> </ul>
<b>Service Improvement and Research / Te Whakapai Ratonga me te Rangahau</b>	
<ul style="list-style-type: none"> <li>• Coordinator will actively engage in activities to keep informed of new initiatives in VIP.</li> <li>• Programme reports will profile activities, outcomes and events with an action plan as indicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in national VIP coordinator meetings and other workforce development opportunities.</li> <li>• Utilises existing resources including the Ministry of Health and HIIRC websites.</li> <li>• Written reports provided to line manager as required.</li> </ul>
<b>Policies</b>	
<ul style="list-style-type: none"> <li>• Maintain district wide policy and documentation associated with VIP and ensure this is disseminated to staff.</li> <li>• Ensure DHB policy is current and aligned with national standards, guidelines and legislation.</li> </ul>	
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<b>Living Southern DHB Values</b>	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> <li>• Demonstrates behaviours that we want to see from each other, at our best.</li> <li>• Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>• Contributes positively to team and other initiatives that seek to improve patient and whānau experiences and/or staffs experience of working.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>

<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day-to-day basis.</p>	<ul style="list-style-type: none"> <li>Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services.</li> <li>Equity - Being committed to achieving equitable health outcomes for Māori.</li> <li>Active protection - Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li> <li>Options - Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and Supports the expression of hauora Māori models of care.</li> <li>Partnership - Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date