



Parkinson's New Zealand Charitable Trust (PNZCT)

Job Description

Position Title: Parkinson's Community Educator

Location: [Insert area]

Date Issued: February 2018

Responsible to: Educator Team Leader

Organisational Overview

The Parkinson's New Zealand Charitable Trust is a not-for-profit organisation. Our Mission is to provide education, information and support to people living with Parkinsonism conditions, their carers, families and health professionals.

Parkinson's New Zealand: Our Purpose and Principles

The PNZ Charitable Trust is a not-for-profit organisation that;

- provides services of a consistent quality that reflect best practice in service delivery, and continue to improve the level of service for people living with Parkinsonism conditions in our communities;
- facilitates support groups, and advocates, for people with Parkinsonian conditions, their families, carers, and friends;
- co-operates with similar bodies to the Trust in New Zealand and abroad; and
- undertakes such other activities as the Trustees determine from time to time will achieve or advance the charitable purposes of the Trust.
- raises funds as needed to advance the Trust's charitable purposes;

Our Core Principles:

- **people at the centre:** the needs of people living with Parkinson's are paramount; people living with Parkinson's, and their needs, are the primary focus and will guide every step;
- **inclusiveness:** the work of the Trust will be inclusive of all people;
- **professionalism:** all involved with the Trust will be professional in everything they do;
- **empathy and empowerment:** all involved with the Trust will be empathetic to diverse voices and will work to empower those they work with;
- **innovation:** all involved with the Trust will strive to be innovative, flexible and responsive to the environment we work in; and
- **fairness:** all involved with the Trust will work fairly, and strive to ensure all people have equitable access.

Role Purpose

The Community Educators is responsible for being key players in delivering education and supporting people with Parkinson's and their families/whānau in the community setting. They therefore have a vital role in both the interface with secondary health services and with integration into the local community environment. The links made are fundamental to breaking down barriers in communication between multidisciplinary health care services and in ensuring accessible and appropriate services are available for people with Parkinsonian's.

A Parkinson's Community Educator:

- Understands how Parkinson's affects lives, available medications and the treatments available.
- Works with people living with Parkinsonism conditions, their carer's and family/whānau by providing information and support to an agreed plan that promotes best health and lifestyle.
- Understands that carers may also be clients and respect their rights for confidentiality.
- Advocates, where appropriate, for individuals with Parkinson's, their families and carers and for these people collectively.
- Liaises with and refers to health professionals, government and private agencies when necessary and with the agreement of clients to best support their needs.
- Promotes awareness of Parkinson's in the community.
- Ensures support group, exercise programmes, activities and resources are available in their community should people living with Parkinsonism and their carers/families wish to utilise these.
- Works alongside and supports the local areas direction and their activities.
- Works with volunteers to further the aims of the Society
- Is actively committed to own knowledge development and best practise related to Parkinsonism.
- Uses a computer to enhance their role, communicates effectively and deals with administrative aspects of their work efficiently.
- Understands the importance of correct documentation and record keeping at both a local and national level to protect clients and promote the Society.
- Can demonstrate a clear understanding of Parkinson's New Zealand's structure, services, policies and procedures.
- Understands that Parkinson's New Zealand is a not for profit organisation funded in part by donations and charitable grants so responsible stewardship of resources is essential.

Parkinson's Community Educator's usually work independently within the community and therefore it is expected that they will make use of professional supervision for support and professional accountability which will also be measured in competence assessments and performance appraisals. They are encouraged to achieve level 2 core competencies on the Parkinson's Competency Framework, with support, within their twelve months of employment.

Reporting Line and Delegation:

The Community Educator shall be appointed by, and be responsible to, the Educator Team Leader.

Delegations: There are no delegations associated with this role.

Key Relationships:

The Community Educator reports to the Educator Team Leader.

The Clinical Leader will set the expectations and leadership to Community Educators in education, training, promotion of practice and service development and evaluation.

The Educator Team Leader will set the expectation and leadership to Community Educators professional development, performance appraisal and other human resources matters such as induction, approving leave and handling any employment relationship matters.

The Community Educator is responsible for developing and maintaining the following relationships:

Direct Reports: There are no direct reports associated with this role.

Internal Relationships:

- Chief Executive
- Administration Officer
- Finance Administrator
- Finance and Database Assistant
- Community Engagement Advisors
- Community Coordinators (during the transitional period)
- Management Team
 - Operations Manager
 - Communications & Fundraiser Manager
- Community Educators
- Communications Advisor
- Grant Applications Officer (s)
- Donor Fundraisers
- Parkinson's Action Groups
- Trustees

External Relationships:

- Members of Parkinson's NZ
- People living with Parkinson's
- Supporters
- Professional Bodies
- Health Professionals
- DHB's

Functions and Responsibilities:

Key Areas of Responsibility	Activity
Knowledge, personal development and competence Commitment to ongoing development of knowledge of Parkinsonism conditions.	<ul style="list-style-type: none">• completes professional development plan in discussion with the Educator Team Leader• attends and participates at the PNZCT

Key Areas of Responsibility	Activity
<p>Understands the range of treatment used for clients with Parkinsonism conditions.</p> <p>Aware of services available in the local area for clients with Parkinsonism conditions.</p> <p>Maintains ongoing professional supervision.</p> <p>Maintains contact with clinical leader to discuss clinical issues.</p> <p>Sets high goals and standards of self-performance</p>	<p>conference and shares knowledge gained with the division/branch.</p> <ul style="list-style-type: none"> • provides evidence of Parkinson’s specific continued learning • achieves core competencies at appropriate level for knowledge and qualification • submits annual report on attendance at professional supervision to Education Team Leader • submits to the Clinical Leader a monthly activity report including issues, developments and improvements • reviews quality of work, monitors outcomes, measures and continually improves own performance • belongs to appropriate professional body • maintains registration and ensures personal accountability in accordance with the health professional governing body.
<p>Member/client support</p> <p>Completes a client assessment for all new clients.</p> <p>Completes appropriate number of client contacts to meet clients need.</p> <p>A negotiated support plan is completed for all clients.</p> <p>Advocates and refers appropriately to health services in consultation with clients.</p> <p>Identifies when carer’s become clients and manage this transition.</p> <p>Completes new carer assessment form for all new carer clients.</p> <p>Be involved in planning, evaluating initial and ongoing education to clients/ family/ whanau.</p>	<ul style="list-style-type: none"> • has kept an accurate record of client contact in a format that can be audited. • clients have copies of their support plans and are able to negotiate changes • uses the right referral form when referring client for additional services and identifies follow up in client records • client satisfaction surveys identify advocacy has occurred • separate confidential files are kept when necessary • Support group activities are identified in reports • effectively communicates with the PAGs, clients/ family/ whanau • maintains confidentiality when dealing with division/branch, committee, clients/ family/ whanau.
<p>Advocacy and Liaison</p> <p>Liaise with health professionals and others who work with people with Parkinsonism conditions and their carers.</p> <p>Demonstrates an ability to apply the principles</p>	<ul style="list-style-type: none"> • builds and develops networks and relationships with health professionals • demonstrates understanding of current practises of agencies and has appropriate documents/resources to reflect this • demonstrates knowledge of differing

Key Areas of Responsibility	Activity
<p>of the Treaty of Waitangi/Te Tiriti o Waitangi to clinical practice.</p>	<p>health and socio-economic status of Maori and non-Maori</p> <ul style="list-style-type: none"> • demonstrates partnership and shared decision making with Maori.
<p>Management of Workload Administration- Recording and Reporting</p> <p>Manages time effectively through prioritising systematically and allowing for flexibility.</p> <p>Adapts to workload as a result of client need.</p> <p>Maintains all client records in a safe and secure environment to maintain confidentiality.</p> <p>Utilises database and can articulate how this is used (where applicable).</p> <p>Maintains expense accounts and administration processes.</p> <p>Leads activities which contribute to supporting an effective multi-disciplinary team working across the health service.</p>	<ul style="list-style-type: none"> • maintains a weekly timetable/schedule which demonstrates negotiated balance between administration, client contact/activities/education and knowledge development • all reporting requirements are reliably delivered in a timely manner • client records on computer are password protected and/or in locked file according to policy • an accurate log is kept of authorised work time • expense claims are completed to a high standard • leave requests are loaded into the payroll Kiosk accurately and have met expected policy requirements.
<p>Communication</p> <p>Maintains professional communication with clients.</p> <p>Written communication is friendly and professional.</p> <p>Develops positive working relationship with other staff and volunteers both at divisional/branch, national and local levels.</p>	<ul style="list-style-type: none"> • recognises the importance of professional communication and personal factors which can positively and adversely affect the delivery of the Community Educator service • demonstrates professional communication at all times • written communication is consistently professional • receives positive feedback from committee, peers and volunteers.
<p>Education Delivery</p> <p>Identifies educational needs for clients and staff in aged residential care and other health professionals.</p> <p>Active involvement in planning, delivery and evaluation of initial contact and ongoing education to clients, their families/whanau.</p> <p>Provides advice and acts as a resource for health professionals within the health team; aged care residential nurses and care staff, GPs and other agencies.</p>	<ul style="list-style-type: none"> • implemented planned educational session/s in the local areas • seeks to improve the delivery of the education sessions • demonstrates awareness of nationally developed resources and uses these where appropriate • evidence of multi-disciplinary involvement.

Key Areas of Responsibility	Activity
<p>Local PAGs Support</p> <p>Effective communication with the local PAGs.</p> <p>A positive working relationship with local PAGs, volunteers and members is maintained.</p> <p>Attendance at local activities.</p> <p>Positive feedback when representing PNZCT.</p> <p>Maintains professional judgement for lines of communication with the division/branch.</p>	<p>In conjunction with local PAGs and National office;</p> <ul style="list-style-type: none"> • raises other health agencies awareness of the needs of clients/ family/ whanau • raises public awareness of the needs of clients/ family/ whanau • participates in the development and advances local goals and plans. • carries out other duties as required by which are in line with the role and can be accomplished within workload.
<p>Health and Safety</p> <p>Participates in and complies with the requirements of the Health and Safety in Employment Act 1992 and associated other PNZCT policies.</p>	<ul style="list-style-type: none"> • read the PNZCT Organisational Policy Manual • ensures the safety of any colleagues and volunteers • proactively reports any unsafe work condition and remedies it.

Key Competencies:

1. Registered Health Professional

The role holder must be able to demonstrate achievement of the competencies of a registered health professional as per the Health Practitioners Competence Assurance Act (2003). See www.hpca.govt.nz.

2. Interpersonal and Influencing skills

To interact with others in a way that shows understanding of and respect for their feelings and concerns and is committed to and inspired by Parkinson's New Zealand's core purpose and values. The ability to listen deeply, think about the effects of what they do and being able to change their behaviour to accommodate the needs of others when this is appropriate. Builds and sustains positive relationships with people we provide support for, colleagues and networks.

It also involves the ability to present a point of view in a way likely to lead to productive outcomes, anticipating and minimising unnecessary conflict, and identifying and using opportunities for resolution.

3. Communication Skills (oral and written)

The ability to express thoughts and ideas clearly and effectively, to a range of different audiences, in a variety of formal and informal situations. This includes the ability to relate to people from diverse backgrounds including people from different cultural backgrounds and cognitive ability in a way that recognises and respects their background or culture.

Excellent written communication skills, including the development of plans, reviews, and reports.

4. Analysis and Judgement

Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action.

5. Service Focus

The ability to understand and promote the interests of the Sector. The ability to be responsive and ensure that services delivered meet reasonable expectations and agreed standards. The ability to work effectively with the Sector to identify current and future needs and develop effective service delivery strategies to meet these needs. The ability to manage the expectations of the community within organisational and external constraints.

6. Commitment to the Treaty of Waitangi

Understanding of the position of Māori as Tangata Whenua and their individual and collective aspirations. Commitment the Treaty of Waitangi and understanding of the implications of the Treaty for all aspects of the operation of Parkinson's New Zealand.

Knowledge of and respect for Kawa and Te Reo, and the ability to conduct him/herself appropriately in a Māori cultural setting if required.

7. Self-Management

Personal ability to identify what needs to be done and to organise and motivate self to do it.

This includes proactively identifying potential opportunities or problems and initiating action to address these, as well as being prepared to tackle areas outside their immediate experience or skill level. Utilises supervision and training to enhance quality practice.

Takes personal responsibility for managing a workload to produce quality work and meet deadlines, including when multi-tasking and managing competing priorities. Self-management also requires excellent time management skills and approaching work with a positive focus on objectives, so that they are able to adjust their approach as requirements change and cope with setbacks while behaving appropriately at all times.

8. Teamwork

Works co-operatively, respects and is open with others to achieve organisational goals.

<i>Person Specification:</i>

Essential

- Registered Nurse or other qualified health professional with an appropriate current practising certificate in New Zealand. Parkinson's Community Educators are expected to understand and work within their scope of practise and legislative requirements

Selection criteria - essential

- 3 years experience working as a registered health professional
- Provide evidence of past personal and professional development

Demonstrated experience in:

- High quality care for the client/family/whanau
- High level of personal and professional accountability and autonomy

Personal attributes:

- Understanding of the principles and obligation issues of the Treaty of Waitangi
- Excellent interpersonal and communication skills
- Development of speciality Parkinson's knowledge
- Clinical coordination skills for networking, liaison, advocacy and advisory work to facilitate collaborative approaches to improve access and engagement for people with Parkinson's that enhance outcomes

Selection criteria - desirable

- Experience working in the not for profit sector

Notes about the position description:

- The above performance standards are a guide only
- Precise performance measures for this role will be discussed between the position holder and the Educator Team Leader through the performance review process
- From time to time it may be necessary to consider changes in response to the changing nature of the work environment (which may include technological and statutory changes)
- This job description may be reviewed by both parties from time to time

Acknowledgement:

I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.

Signed: _____

Dated: _____

Community Educator - Parkinson's New Zealand Charitable Trust