



## Rehabilitation Assistant Position Description

Position:	<b>Rehabilitation Assistant (RA)</b>		
Reports to:	<input checked="" type="checkbox"/> <b>Nursing Services Manager</b>	<input type="checkbox"/> <b>Residential Services Manager</b>	
Service:	<input checked="" type="checkbox"/> <b>Intensive</b>	<input type="checkbox"/> <b>Residential</b>	
Location:	<input type="checkbox"/> <b>Auckland</b>	<input checked="" type="checkbox"/> <b>Hamilton</b>	<input type="checkbox"/> <b>Wellington</b>

### Role of ABI

#### Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

#### Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau (family) to restore wellness to the maximum extent possible whilst setting standards of excellence in neurorehabilitation.

#### Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support kiritaki centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau. We are passionate about learning and sharing knowledge

- **Mana ōrite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaki - Aroha, respect and support**

We value the mana of kiritaki, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals' spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).



### Ngā mātāpono:

- **Rangatiratanga**  
We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.
- **Kaitiakitanga**  
We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki (guardian) for the kiritaki.
- **Manaakitanga**  
We value the mana (integrity/prestige) of kiritaki and whānau, staff and stakeholders and engage with respect, kindness, aroha and support.
- **Kotahitanga**  
We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.
- **Whanaungatanga**  
We prioritise the importance of establishing positive relationships and connections with kiritaki, whānau and stakeholders.
- **Wairuatanga**  
We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.
- **Pūkengatanga**  
We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau.

### Purpose of the Role

This position is responsible for working with kiritaki who have sustained a traumatic brain injury or significant impairment causing disability under the direction of rehabilitation professionals to provide safe, competent, effective, holistic kiritaki-centred care that enables the person to reach their maximum potential for independence and community integration, within the philosophy and standards of ABI Rehabilitation New Zealand Ltd.

The kiritaki's progress towards their goals and their participation in therapy and leisure activities will be greatly enhanced when the Rehabilitation Assistant (RA) actively engages with the kiritaki and whānau and motivates them to participate in the programme.

### Organisational Competencies

#### Kiritaki Focus

Is dedicated to meeting the expectations and requirements of ABI; acts with kiritaki and funders in mind; establishes and maintains effective relationships and gains trust and respect.



<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent 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; steadfastly pushes self and others for results.
<b>Key Relationships</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Other members of the interdisciplinary team</li> <li>• All other Rehabilitation staff including support</li> <li>• Management Team</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Kiritaki (clients)</li> <li>• Whānau (families)</li> <li>• Community contacts</li> </ul>
<b>Knowledge, Experience and Skills required</b>	
<b>Essential Skills</b> <ul style="list-style-type: none"> <li>• Experience within rehabilitation environment, mental health or Health and Disability sector in New Zealand and specifically working with kiritaki who have sustained a traumatic brain injury and other neurological conditions</li> <li>• A current clean, full NZ driver's licence Level 2 Careerforce Qualification or Equivalent Relevant Healthcare Qualification</li> </ul>	
<b>Desirable Skills</b> <ul style="list-style-type: none"> <li>• Level 3 or 4 Careerforce Qualification or Equivalent Relevant Healthcare Qualification</li> <li>• Previous experience in rehabilitation environment or mental health, or interacting with people with a brain injury or similar neurological conditions</li> <li>• Manual handling skills</li> <li>• Good IT skills with a working knowledge of Microsoft Office</li> </ul>	
<b>Specific Skills and Qualities</b> <ul style="list-style-type: none"> <li>• Ability to promote independence in personal care with regard to personal preference / needs and dignity, recognising that individuals have rights and choices</li> <li>• Ability to demonstrate a high level of literacy in English, both verbal and written</li> <li>• Able to be consistent and follow a structured rehabilitation programme</li> <li>• Able to problem solve effectively</li> <li>• Able to record activity and communicate effectively in written and IT formats</li> <li>• Effective time management skills</li> <li>• Ability to demonstrate effective teamwork and be a team player</li> <li>• Able to deal with stressful and difficult situations, work under pressure and apply consistent approaches</li> <li>• Ability to work independently as well as under direction from health professionals</li> <li>• Self-motivation, demonstrates initiative</li> <li>• Ability to promote the highest possible level of independent functioning for kiritaki</li> <li>• Willingness to learn/develop professionally</li> </ul>	



<ul style="list-style-type: none"> <li>• Able to demonstrate flexibility and cope with change</li> <li>• Reliable, honest, patience, empathetic, creative, motivated and good sense of humour</li> </ul>	
Key Accountabilities	Deliverables
<b>Key Tasks</b> Support kiritaki rehabilitation	<ul style="list-style-type: none"> <li>• Work with the kiritaki using goals and actions outlined in their rehabilitation plans to achieve their goals (what's important to them).</li> <li>• Read the clinical notes daily and be aware of any changes</li> <li>• Know and observe the kiritaki's risk protocols</li> <li>• Drive and accompany kiritaki as required to community appointments / activities</li> </ul> <b>Measures</b> <ul style="list-style-type: none"> <li>○ CMS will evidence RA involvement in carrying out the timetable</li> </ul>
Engage with and communicate effectively and complete accurate and timely documentation	<ul style="list-style-type: none"> <li>• Actively utilise interpersonal communication skills with kiritaki and whānau</li> <li>• Maintain confidential information relating to kiritaki, whānau and staff</li> <li>• Maintain personal and professional boundaries</li> <li>• Document kiritaki progress against the goals and regarding their participation in the timetabled programme</li> <li>• Work according to the organisations policies and procedures, professional and interdisciplinary systems and activities</li> <li>• Use current in-house systems of documentation</li> <li>• Complete monitoring charts as required</li> <li>• Report effectively through verbal and written communication and information systems any changes in the kiritaki's condition / situation or situation as documented in the kiritaki's notes / rehab programme / dairy</li> <li>• Handle problems and complaints sensitively, following policies and procedures</li> </ul> <b>Measures</b> <ul style="list-style-type: none"> <li>○ CMS and clinical charts will evidence written documentation</li> <li>○ Positive feedback from kiritaki and whānau</li> </ul>
Assist with individual kiritaki 24/7 rehabilitation needs	<ul style="list-style-type: none"> <li>• Maintaining individual kiritaki food and fluid needs in consultation with the RN's, SLT's and Dietician</li> <li>• Adhere to protocols for safe swallowing</li> <li>• Assist kiritaki to meet daily hygiene needs (includes dressing, grooming, bathing and toileting)</li> </ul>



	<p><b>Measures</b></p> <ul style="list-style-type: none"> <li>○ Feedback from the RN and/or allied health</li> <li>○ Positive feedback from kiritaki</li> </ul>
Undertake domestic household chores as required	<ul style="list-style-type: none"> <li>● Complete as required – cooking, cleaning and laundry tasks</li> <li>● Make and change beds, empty commodes and cleaning of equipment such as wheelchairs where needed</li> <li>● Other tasks that may be required from time to time</li> </ul> <p><b>Measures</b></p> <ul style="list-style-type: none"> <li>○ Completion of Daily Chores Checklist</li> </ul>
Implement all health, safety and emergency procedures	<ul style="list-style-type: none"> <li>● Be familiar with and be able to implement all safety and emergency procedures (as per policy and processes) Attend annual training updates in emergency procedures e.g. fire, behaviour management, CPR and choking</li> <li>● Adhere to OHS standards for manual handling</li> <li>● Be familiar with and follow the company's policies and procedures on infection control e.g. hand washing / personal hygiene, use of protective equipment, disinfecting surfaces / equipment and correct handling of clean and soiled linen</li> <li>● Maintaining hygiene standards in relation to food preparation e.g. Hand washing, food handling, utensil cleaning.</li> <li>● Take all practical steps to ensure a safe workplace and environment</li> <li>● Identify and report hazards</li> <li>● The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following policies, procedures and documents <ul style="list-style-type: none"> <li>➢ ABI Mission, Vision Values and Ngā Matapono</li> <li>➢ ABI Strategic Plan</li> <li>➢ ABI Quality and Risk management Plan</li> <li>➢ ABI Health and Safety Manual</li> <li>➢ Te Hekenga-ā-ora</li> </ul> </li> </ul> <p><b>Measures</b></p> <ul style="list-style-type: none"> <li>○ Attend annual fire safety and emergency training</li> <li>○ Attend bi-annual manual handling refresher</li> <li>○ Attend bi-annual Infection Control update</li> </ul>
	<ul style="list-style-type: none"> <li>○ Documentation on CMS and feedback from the nurses evidences the RA follows procedures and protocols</li> </ul>
Participate in professional development for self and colleagues	<ul style="list-style-type: none"> <li>● Participate in orientation for new staff</li> <li>● Attend ongoing staff education</li> </ul> <p><b>Measures</b></p>



	<ul style="list-style-type: none"> <li>○ Evidence of RA involvement and participation in orientation of new staff</li> <li>○ Staff training records will support the RAs attendance at in-service training, refresher days, and ongoing education</li> </ul>
Maintain professionalism at all times	<ul style="list-style-type: none"> <li>● Being punctual in attendance for your rostered shift</li> <li>● Advance notice to be given of inability to attend shift</li> <li>● Willing to accept guidance and supervision from the registered nurses and allied health professionals</li> <li>● Adhere to the Health &amp; Disability Services Code of Client Rights</li> <li>● Adhere to the company's uniform and dress code</li> </ul> <p><b>Measures</b></p> <ul style="list-style-type: none"> <li>○ Evidence of punctual attendance, adherence to timely leave requests and dress code standards</li> <li>○ Feedback from kiritaki and whānau</li> </ul>
Demonstrate skill in clinical competencies	<ul style="list-style-type: none"> <li>● Complete competency skills tests as directed by Nurse Educator/Lead, e.g. medication, peg</li> <li>● Basic vital sign checking, including blood sugar levels (as indicated), associated recording of these and notification to a health professional as appropriate</li> </ul> <p><b>Measures</b></p> <ul style="list-style-type: none"> <li>○ Achieve clinical competencies within three months of commencement of role</li> </ul>
Continuous quality improvement	<ul style="list-style-type: none"> <li>● Identify opportunities and participate in quality improvement projects</li> <li>● Actively participate, develop and implement identified quality initiatives that have been approved</li> </ul>
Commitment to principles of the Treaty of Waitangi	<ul style="list-style-type: none"> <li>● As an employee, you are required to give effect to the principles of the Treaty of Waitangi.</li> <li>● The principles that apply to our work are as follows: <ul style="list-style-type: none"> <li><b>Tino rangatiratanga:</b> The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.</li> <li><b>Equity:</b> The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.</li> <li><b>Active protection:</b> The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and</li> </ul> </li> </ul>



	<p>nature, of both Māori health outcomes and efforts to achieve Māori health equity.</p> <p><b>Options:</b> The principle of options, which requires the Crown to provide for and properly resource 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.</p> <p><b>Partnership:</b> The principle of partnership, which requires the Crown and Māori to work in partnership 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.</p> <ul style="list-style-type: none"> <li>• It is essential that ABI employees have an understanding of Te Ao Māori. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.</li> </ul>
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**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.

I have read and understand the above job description:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_