

## Position Description

<b>Position:</b>	Falls Prevention Assistant
<b>Location:</b>	Dunedin
<b>FTE</b>	1.0

### Overview

WellSouth Primary Health Network has responsibility for the provision of primary health services to approximately 280,000 enrolled patients in Otago and Southland, and contracts with Southern DHB and a number of other health funders. WellSouth is constituted as a charitable trust with a Board of 10 Trustees.

WellSouth works with health care clinicians, health care providers, Iwi and local communities to:

- Coordinate the delivery of regionally consistent high value primary care health services care across Otago and Southland that deliver real benefits to patients and the community through a range of evidence based and clinically proven health programmes.
- Improve access to primary health care for the community.
- Encourage people to take responsibility for their own health.

WellSouth has offices in Alexandra, Invercargill and Dunedin.

### Position Purpose

To support clinicians in delivering falls prevention programmes.

Be part of an integrated system-wide falls prevention strategy to reduce falls, fractures, and harm from falls for older people.

To deliver strength and balance exercise programmes and other identified interventions to the target group.

To increase confidence in living independently and reduce fear of falling for the target group

To increase understanding of the value of preventing falls and fractures for health providers and others.

### Relationships

**Reports to:** *Team Leader*

**Internal Relationships:** *Falls and Fracture Prevention Team  
Long Term Conditions Team  
Health Promotion Team  
OutReach Team*

## Position Description

**External Relationships:** *Primary care Practices  
GPs and Practice Nurses  
Southern DHB  
Hospital, Community Services, Allied Health Teams  
Community Providers  
NGOs  
Aged Residential Care  
Consumers  
Rural Hospitals  
Rural Providers  
ACC  
St John Ambulance*

### Treaty of Waitangi

WellSouth is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

### Health and Safety

WellSouth is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify report and resolve issues that may cause harm to themselves or others in the organization. As an employee of WellSouth, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

### Key Tasks and Accountabilities

The table below provides an overview of the key responsibilities for this position in the form of deliverables and expected outcomes. The deliverables outlined are included in, but not limited to the role.

KEY TASKS/ACCOUNTABILITIES	PERFORMANCE INDICATORS
<ul style="list-style-type: none"><li>▪ Provide support to clinicians in the delivery of falls programmes. This may be by arranging interviews times for clinicians and assisting with delivery of exercise programmes for the elderly</li><li>▪ Assist with report writing and other general support duties</li><li>▪ Assist with developing and organizing group and individual exercise programmes</li><li>▪ Working across secondary, primary and the community sectors to develop consistent pathways to ensure older people in</li></ul>	To be agreed

## Position Description

<p>Southern District are connected into falls and fracture prevention services.</p> <ul style="list-style-type: none"> <li>▪ Regular liaison with GP practices with regards to Falls prevention and the Falls and Fracture Liaison service.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Observes the practices of safe work methods as set out in the WellSouth PHN's Health and Safety manual.</li> </ul> <p>Ensures appropriate reporting of hazards and unsafe events.</p>
<ul style="list-style-type: none"> <li>▪ Adhere to all WellSouth policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ All WellSouth policies and procedures are adhered to</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ability to travel throughout the region for work purposes as required</li> </ul>	

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<p><b>Treaty of Waitangi Responsiveness</b> (cultural safety)</p>	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to include cultural safety of the health consumer when relating to care and processes within the Service. Demonstrates ability to apply the Treaty of Waitangi within the Service.</li> </ul>	
<p><b>Qualifications</b> (eg, tertiary, professional)</p>	<ul style="list-style-type: none"> <li>• Current Driver's License.</li> </ul>	
<p><b>Professional Experience</b></p>	<ul style="list-style-type: none"> <li>• Have previous experience of working with the elderly</li> <li>• Empathy and understanding of the issues surrounding elderly health care</li> <li>• Have a good understanding of a patient's journey in the publicly funded health system, particularly the transitions between primary care, secondary care and the community.</li> <li>• Have excellent communication skills.</li> <li>• Have the ability to engage positively with all stakeholders.</li> <li>• Be comfortable with visiting patients in their own home/environment</li> </ul>	

## Position Description

	<ul style="list-style-type: none"><li>• Have a professional and pleasant manner</li></ul>	
<b>Business / Technical Skills</b> (e.g., computing,	<ul style="list-style-type: none"><li>• Able to assist in developing and writing reports</li><li>• Working competency in the use of WORD and Excel.</li></ul>	