

Position Description | Healthcare Assistant

REPORTING

Reports To	Department Manager as per work area allocated
Direct Reports	None

PURPOSE

The Healthcare Assistant will support the effective day to day operation in the designated area by assisting the Healthcare / Administration team as directed.

The Healthcare Assistant will be required to work under the direction and delegation of a Registered Nurse at all times whilst in a Clinical role.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • Previous experience in a Healthcare Setting and/or Administration role. • Able to work flexible hours • Have basic computer skills • Excellent communication and interpersonal skills • Adaptable to changing environments 	<ul style="list-style-type: none"> • Experience/history in a healthcare environment is preferred however not essential • A passion for caring and have a positive, can-do attitude

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Clinical Teams, Support Services Team, Purchasing & Stock Management Officer
External	<ul style="list-style-type: none"> • Patients, Visitors

KEY ACCOUNTABILITIES

Administrative & Support	<ul style="list-style-type: none"> • Assist with the management of inwards goods • Assist with filing and general administrative duties • Assist with housekeeping duties
Clinical & Patient/Customer Service	<ul style="list-style-type: none"> • Assist with preparing setup for theatre lists • Assist with cleaning duties as directed in the theatre department • Assist with cleaning theatres between cases • Assist Admitting and ward nurses as directed. • Demonstrates effective interpersonal and therapeutic communication with patients, other nursing staff, including inter-professional communication and documentation • Undertake any other duties as requested
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Upholds and promotes the Company Values, House rules, policies and procedures. • Recognises and respects cultural differences and the application of Treaty of Waitangi principles. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.
Personal Development	<ul style="list-style-type: none"> • Participates in the hospitals performance development process. • Keep up to date with developments in the field

DELEGATED AUTHORITIES

- None