

Position Description

Position Title: Registered Nurse
Team: High and Complex Needs Team
Location: Dunedin - Ōtepoti
Employment Type: Permanent, Part-time (20 hours per week)

Responsible to: Operations Manager Responsible for: Development of a skilled and professional support team that can best enable great outcomes for the people/whanau they are supporting

- **CCT Vision | Tō Mātou Tirohanga**

A world full of connected communities that truly values and celebrates diversity
He ao e hono ana ngā hapori katoa, e whakanuia ana, e whakanuihia ana te kanorau.

- **CCT Mission | Tā Mātou Whāinga**

Working in Partnership with People to Enable Great Lives
E mahi ngātahi ana mātou me te tangata, kia taea ai te oranga pai, te oranga motuhake.

- **CCT Values | Ngā Uara o CCT**

- Respect | Manaakitanga
- Reliability | Pono
- Transparency | Mārama
- Responsiveness | Urupare Tika

Our Commitment | Tā Mātou Ūmanga

Every employee's work will reflect CCT principles, the intention of the New Zealand Disability Strategy, and the United Nations Convention on the Rights of Persons with Disabilities.

Ko ngā mahi a ia kaimahi ka hāngai ki ngā mātāpono o CCT, ki ngā whāinga o te New Zealand Disability Strategy, me te United Nations Convention on the Rights of Persons with Disabilities, kia whakamanahia ai te mana, te rangatiratanga me te oranga o te hunga whaikaha.

Purpose of the Role | Te Kaupapa o te Tūranga

The Registered Nurse (RN) within the High & Complex Needs Team (HCNT) provides clinical leadership and specialist nursing expertise to support people with high and complex health, mental health, and disability needs. The role contributes to safe, effective, and person-centred service delivery through clinical assessment, medication oversight, infection prevention, quality improvement, and staff capability development.

Working collaboratively with support workers, whānau, schools, and external health professionals, the RN champions best practice, trauma-informed care, and continuous improvement across the organisation.

Key Relationships | Ngā hononga matua

Internal:

- HCNT Manager / Clinical Advisor
- Support Workers, Team Leaders & Service Manager
- Quality, Health & Safety, H.R. and Leadership Teams

External:

- Whānau and carers
- Schools and education providers
- Health professionals (GPs, mental health services, allied health)
- Other relevant agencies and services

Key Tasks and Expected Outcomes | Ngā Mahi Matua me Ngā Hua e Whāia Ana

1. Clinical Assessment & Care Planning

Key Tasks

- Conduct comprehensive clinical and health assessments for individuals supported by HCNT.
- Contribute to the development, review, and monitoring of individualised care plans.
- Monitor ongoing health conditions, identify changes in clinical presentation, and escalate concerns appropriately.
- Support risk identification and management, including health deterioration and complex behavioural needs.

Expected Outcomes

- Individuals receive safe, timely, and appropriate clinical support.
- Care plans reflect current health needs and are clinically sound.
- Risks are proactively identified and effectively managed.
- Improved health stability and wellbeing outcomes for people supported.

2. Medication Management & Oversight

Key Tasks

- Review medication incidents, errors, and near misses across the organisation.
- Provide clinical analysis and recommendations to improve medication safety.
- Contribute to the review and continuous improvement of medication policies, procedures, and systems.
- Provide guidance to staff on safe medication practices within scope and organisational policy.

Expected Outcomes

- Reduced medication-related incidents and improved compliance with best practice.
- Clear, consistent medication processes across services.
- Increased staff confidence and competence in medication management.
- Strong medication governance and audit readiness.

3. Infection Prevention & Control

Key Tasks

- Oversee the application, monitoring, and continuous improvement of infection prevention and control practices.
- Provide advice and guidance on infection control standards and responses.
- Support staff education and compliance with infection control procedures.
- Participate in incident response and outbreak management as required.

Expected Outcomes

- Consistent application of infection control practices across CCT services.
- Reduced infection-related risk for individuals and staff.
- Staff demonstrate understanding and adherence to infection prevention requirements.
- Organisational readiness for audits and public health requirements.

4. Collaboration & Stakeholder Engagement

Key Tasks

- Work collaboratively with HCNT staff, wider CCT teams, whānau, and external health professionals.
- Liaise with GPs, specialists, mental health services, and allied health providers as required.
- Support coordinated, holistic care that reflects the needs and goals of individuals.

Expected Outcomes

- Strong multidisciplinary collaboration and shared care planning.
- Improved continuity and coordination of care.
- Positive working relationships with internal and external stakeholders.
- Enhanced outcomes for people supported through joined-up services.

5. Quality Assurance & Clinical Governance

Key Tasks

- Contribute to quality improvement initiatives and clinical governance activities.
- Support audits, reviews, and service improvement projects.
- Assist in identifying trends, risks, and opportunities for system improvement.
- Ensure nursing practice aligns with professional standards and organisational policies.

Expected Outcomes

- Continuous improvement in service quality and clinical safety.
- Strong governance frameworks supporting high and complex needs services.
- Evidence-informed decision-making and practice.
- Organisational compliance with relevant standards and regulations.

6. Training, Leadership & Staff Support

Key Tasks

- Provide clinical advice, coaching, and guidance to support staff and leaders.
- Deliver or contribute to training on health-related topics, risk management, and best practice.
- Promote trauma-informed care, Positive Behaviour Support, and person-centred approaches.
- Act as a clinical resource across the organisation.

Expected Outcomes

- Increased staff capability and confidence in supporting complex health needs.
- Consistent application of evidence-based and values-driven practice.
- A strong culture of learning, reflection, and clinical excellence.
- Improved staff understanding of health, wellbeing, and risk management.

7. Health & Wellbeing Systems

Key Tasks

- Provide leadership and oversight of CCT health and wellbeing systems.
- Support annual health checks and routine health monitoring processes.
- Contribute to the development and review of health-related documentation and tools.

Expected Outcomes

- Effective and consistent health monitoring systems.
- Early identification of emerging health issues.
- Improved long-term health outcomes for people supported.
- Strong alignment between clinical practice and organisational systems.

8. Professional Practice & Team Contribution

Key Tasks

- Maintain current nursing registration and practice within scope.
- Participate in HCNT and organisational meetings.
- Contribute ideas and feedback to service enhancement initiatives.
- Model CCT values and uphold professional, ethical nursing standards.

Expected Outcomes

- Professional, accountable nursing practice.
- Active contribution to team effectiveness and service development.
- Alignment with Community Care Trust Aotearoa's vision, values, and kaupapa.
- Positive organisational culture and continuous improvement mindset.

Personal Attributes

- Values-driven, ethical, and people-focused.
- Calm, confident, and reflective when working with complexity.
- Collaborative leadership style with strong influencing skills.
- Genuine commitment to equity, cultural responsiveness, and continuous improvement.

GENERIC CAPABILITIES EXPECTED OF ALL STAFF



I have read and understand this position description, and I am aware of the responsibilities, requirements and duties of the role and I accept this position.

Employee Signature: Date:

Managers Name: Date:

Managers Signature: