

HOSPICE MALBOROUGH POSITION DESCRIPTION

Position:	Hospice Marlborough Assistant
Reports to:	Facilities & Grants Lead or other Hospice Marlborough Lead.
Position Size:	<p>Initially 4 hours per week, with opportunity for more hours. Work times to be negotiated with the Facilities & Grants Lead (F&GL). Flexible hours by mutual agreement. Additional hours for other support tasks may be available for the right candidate.</p>
Works with:	This is primarily an autonomous role but may involve engagement with specific Hospice staff and / or volunteers within the Business Support functions.
Location:	As advised by the relevant Lead.
Salary / Hourly rate:	\$26.00 per hour.

PURPOSE OF HOSPICE MALBOROUGH

Hospice Marlborough provides Specialist Palliative Care services to the people of Marlborough. We work closely and support those who are diagnosed with a life-limiting condition and their families. We provide high quality, empathetic specialist palliative care so they can live and die with compassion, dignity, in comfort and in peace, preferably, in their place of choice.

Palliative care is defined as, the care for people of all ages with a life-limiting illness, which aims to:

- optimise an individual’s quality of life until death by addressing the person’s physical, psychosocial, spiritual, and cultural needs.
- support the individual’s family, whānau, and other caregivers where needed, through the illness and after death.

TREATY OF WAITANGI

Hospice Marlborough is committed to its obligations under Te Tiriti o Waitangi. All staff and volunteers are required to respect the articles of Te Tiriti o Waitangi in their work and how they conduct themselves.

Hospice Marlborough is an inclusive employer and welcomes applications from Māori, Pacific and people with a diverse range of backgrounds and cultures.

PURPOSE OF THE POSITION

Facilities tasks:

To process, check for damage and clean all returned equipment from use in the community, following the infection control and health and safety guidelines.

To support the Facilities & Grants Lead with other facilities and operational tasks.

Other Hospice Marlborough tasks:

To perform other tasks, as requested and approved by either the relevant Lead or the Chief Executive, to fulfil the work hours or agreed additional hours. This may include other support functions as part of our

succession planning, including but not limited to annual and sick leave cover. In-house mentoring for new skills will be provided where necessary. Should the postholder demonstrate compatibility and the appropriate work ethic, there may be opportunity for progression into higher level roles.

Facilities & Grants:

KEY COMPETENCIES	GUIDELINES
Equipment Cleaning	<p>Effectively clean all returned equipment following the required protocols set by Hospice Marlborough / the Facilities and Grants Leader.</p> <p>Use only supplied cleaning materials as instructed.</p> <p>Wear appropriate PPE, as supplied.</p> <p>Clean all returned equipment and when dry place in the specified 'cleaned equipment' area ready for reissue into the community.</p> <p>Guide and oversee any Volunteers assigned to cleaning equipment, if present, during your work hours.</p>
Communication	<p>Report immediately, any noticed damage or concerns about any piece of equipment to the Facilities & Grants Leader.</p> <p>Label cleaned damaged equipment that is not fit for purpose to ensure it is not re-issued out into the community until repaired.</p> <p>Liaise with the equipment delivery van driver around any equipment concerns.</p> <p>Check in with the Facilities and Grants Leader to ascertain if any other tasks or training have been assigned to you.</p>
Administration	<p>Assist with a variety of administration tasks requested.</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"> • emails, letters, phone calls • printing, poster collation • filing • advertising material • event support
Education	<p>Attend any offered Training Sessions.</p>
Continuous Quality Improvement	<p>Positively engage in providing suggestions for improving the efficiency of the tasks assigned to you.</p>

<p>Health, Safety and Wellbeing</p>	<p>All staff and volunteers are responsible for their own safety and wellbeing.</p> <p>All identified hazards and near miss incidents are managed appropriately and reported to your Leader, or in their absence, a member of the Hospice Team.</p> <p>Follow the correct processes, as shown during orientation, to complete your tasks.</p> <p>Participate in the Hospice Health, Safety and Wellbeing programme, when requested.</p> <p>Guidance and support will be provided by the Hospice Team.</p>
<p>Ongoing Professional Development</p>	<p>Be aware of your own workload pressures, personal responses to stress and maintain a strategy for your own management of these.</p> <p>Undertake regular performance conversations with your Leader.</p> <p>Positively engage in any meetings and other education opportunities, if requested.</p>
<p>Other tasks</p>	<p>As requested by the relevant Lead or the Chief Executive, perform other tasks related to your skills and the needs of Hospice Marlborough.</p>

PERSON SPECIFICATION

Position: **Hospice Marlborough Assistant**

It is expected that the successful appointee to this position will meet all or most of the following criteria:

REQUIREMENTS

- Capability using the Micro-soft suite.
- Have an efficient and effective approach to tasks, with an eye for detail.
- Demonstrate a keenness to support the Marlborough community.
- Ministry of Justice Check
- Reference Check
- Has authority to work in New Zealand.

EXPERIENCE / PERSONAL ATTRIBUTES

- Have a professional work ethic and is trustworthy and reliable.
- Have a keen willingness to learn and be open to new opportunities.
- Ability to relate and communicate effectively with people from a diverse range of backgrounds and cultures.
- A good sense of humour and fun.
- Have a friendly and approachable demeanour.