



POSITION DESCRIPTION

Health Promoter, Transport, and Support Person

Overview: The Well Women and Family Trust offer a range of services in women’s health. We are a nurse-led organisation and our nurses are highly specialised in cervical screening, sexual health, HPV Vaccination, and contraception. We have a team of supporting health promoters who engage, empower, and support the needs of our clients ahead of their appointments with our nursing team. We are a dedicated team and strive to provide equitable access to women’s health services in your community. More information can be found on our website at <https://www.wellwomenandfamily.co.nz/>

Purpose of Position: To provide quality health promotion and education services to the community in line with Well Women & Family Trust philosophy, Ministry of Health Contracts while incorporating the principles of the Treaty of Waitangi.

Responsible to: Practice Manager

Responsible for: Provide transport and support to Wahine/women referred to our service and health promotion.

Functional Relationships:

Internal Clinic Staff

External Clients/whanau, contractors, visitors.

Position Accountabilities:

Key Accountability	Expected Result
Community Development:	<ul style="list-style-type: none"> Professional networks are established and maintained, and constructive relationships with staff in other agencies are demonstrated. Flexibility in the timetable to attend weekend community events. Provide support and advice to staff and the leadership team on matters of Māori culture or issues. Attend training as required to do with all facets of Health relevant to the role

<p>Transport Support Person Duties and Responsibilities:</p>	<ol style="list-style-type: none"> 1) Transport and support of wahine/women referred to our service or identified by our service as needing transport and support. <ul style="list-style-type: none"> • Receive referrals via admin team for transport and support to Breast Screening, Breast Clinic, Colposcopy, or Cervical Screening. • Contact wahine/women and work with them to arrange an appointment and transport arrangement. Document all contacts and communicate in an efficient manner. • Transport/support/child mind as required, to wahine to enable them to attend their cervical smear clinic and colposcopy hospital appointments. 2) Maintain courteous and professional behavior & appearance. 3) Ability to work with minimal supervision while maintaining high energy. 4) Contact wahine/women and work with them to arrange an appointment and transport arrangement. Document all contacts and communicate with the admin team as per internal process. 5) Reply to all emails in a time-effective manner. 6) Home visits as requested to high-priority women with another staff member. 7) Responsibility for maintenance of vehicles <ul style="list-style-type: none"> • Cleaning daily, restocking, ensuring current WOF/RUC/REGO, • Services booked in, repairs and maintenance scheduled, fuel, tire pressure. Cleaning of exterior or book valet, the water level in windscreen water 8) Clinical supplies: <ul style="list-style-type: none"> • Order and manager stocktake.
<p>Health Promotion</p>	<ul style="list-style-type: none"> • Health Promotion on cervical and breast screening to Māori, Pacific, and other community organisations. • Work with the mobile van in the community actively engaging high-priority women in the Auckland region for screening. • Recall Wahine/women as per our internal process using recall lists provided by PHO and deliver key messages and when possible, book appointments in MedTech. • Obtain NHI number, check with NCSP smear history. • Keep comprehensive records of contacts on a spreadsheet.

	<ul style="list-style-type: none"> • Meet Key Performance Indicators for contracts/appointments. • Drive the mobile van to the local clinic. • Set up the mobile van in a position that is safe, and visible, taking into consideration high-traffic areas, shaded or in the sun as appropriate. • Set up your health promotion desk. • Actively engage with booked or opportunistic high-priority women in the Auckland region for screening. • Supports Smear Taker Courses by providing shopping and preparation of meals for the trainees.
Treaty of Waitangi:	<ul style="list-style-type: none"> • Establish and nurture effective client relationships Cultural Competence • Understands the principles of the Te Tiriti o Waitangi the context of Well Women and Family Trust
Marketing:	<ul style="list-style-type: none"> • Approved marketing and promotion materials are used to increase awareness and uptake of Well Women and Family Trust services and resources, particularly within target populations.
Skills/Knowledge/Attributes/Values:	<ul style="list-style-type: none"> • Ability to advocate on behalf of our women. • Proactive engagement with Women with every opportunity • Passion for improving health outcomes and reducing inequalities. • Knowledge of cervical and breast awareness and breast screening programmes • Practical understanding of colposcopy and mammogram • Good comprehension of health promotion • Provide monthly health reports. • Clean Drivers Licence and can drive a manual van. • Ability to use technology competently (computer-based medical system) • Flexible
Areas of Responsibility:	<ul style="list-style-type: none"> • All the above tasks are delivered in a timely, professional manner that enhances WWFT's profile in the community and workplace. • Be aware of all Health and Safety policies and procedures and ensure all best practice procedures are followed to ensure your own personal safety and that of the team/visitors/clients
Physical Demands:	<ul style="list-style-type: none"> • The individual will be expected to have a standard of fitness to enable them to carry out all the duties above and hold a Full Clean NZ Drivers Licence.
Clothing/Grooming:	<ul style="list-style-type: none"> • To be of neat, tidy, and well-presented appearance always

Communication:	<ul style="list-style-type: none"> • Communicates clearly and effectively with clients, other staff, and those outside Well Women and Family Trust • Communicates issues and ideas clearly. Keeps team members and Management well informed.
Confidentiality:	<ul style="list-style-type: none"> • Maintains confidentiality with guidelines set by Well Women and Family Trust
Teamwork:	<ul style="list-style-type: none"> • Understands own and others positions and roles in achieving team objectives. • Demonstrates flexibility and adaptability to work with a diverse range of people. • Gains input from others and seeks out ideas and opinions, as appropriate.
Quality Improvement	<ul style="list-style-type: none"> • Incorporates the principles of continuous quality improvement into all activities. • Contributes to meeting the objectives of the Well Women and Family Trust quality plan
Health and Safety	<ul style="list-style-type: none"> • Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace. • Actively participates in maintaining a safe working environment at Well Women and Family Trust

Other Details:

Well Women and Family needs to maintain a flexible working structure due to the changing environment that we operate in. To reflect this, position descriptions are reviewed on an as-required basis, and they may be varied from time to time.