Hauora Hokianga
Hokianga Health

POSITION DESCRIPTION
Nāhi ā Iwi
Community Health Nurse

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga - Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

achieved through collaboration and service excellence

Ngā Whainga Matua – Our Values

Rangatiratanga
leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga
expressed by extending respect, humility, kindness and honesty

Whanaungatanga
created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga
enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Community Nurse Team Leader

Job Status: Permanent / Full/Part-time

Department/Team: Primary Healthcare Services – Community Nursing

Direct Reports: n/a

Delegated Financial Authority: n/a

Last Updated: September 2025

Position Purpose

The primary objective of this role is to deliver a wide range of safe and effective nursing duties in our rural community, including district, public, practice, well child and palliative care nursing.

All Community Health Nurses are responsible for personal and public health in their rural clinic area, where they practice, as part of a wider Hauora Hokianga Community Services Team.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Management of Nursing Care	• Undertakes a comprehensive and accurate nursing assessment of clients/whānau using suitable assessment tools underpinned by evidenced based knowledge • Contributes to care planning, involving client/whānau, and demonstrates an understanding of client/whānau rights to make informed decisions • Ensures the client/whānau is provided with appropriate information to make informed decisions relating to treatment, and care reflects client/whānau preferences • Provides nursing care according to plan and undertakes clinical practice procedures and skills in a competent and safe way • Able to discuss ethical issues related to area of practice with client/whānau and the health care team • Ensures documentation is current, accurate, timely and maintains confidentiality within a legal and ethical framework • Evaluates client/whānau progress toward expected outcomes, including treatments and health education, in collaboration with the client/whānau and the health care team

	• Evaluates the effectiveness of nursing care seeking assistance and knowledge as necessary • Educates client/whānau to maintain and promote health according to their needs • Advocates for client/whānau • Takes appropriate nursing actions in emergency situations and other situations that compromise client/whānau safety • Takes appropriate nursing actions in relation to communicable disease management • Takes responsibility for maintaining own professional development updating knowledge to reflect best practice, and sharing knowledge with others • Contributes/mentors to the support, direction and teaching of colleagues to enhance their professional development
Professional responsibility	• Practices safely based on professional, ethical and legal standards in accord with relevant legislation, codes, and policies and upholds client/whānau rights derived from that legislation • Demonstrates understanding of and commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Maori health status • Practices nursing in a manner that the client determines as culturally safe • Promotes an environment that enables client/whānau safety, independence, quality of life, and health • Work autonomously to provide a community-based nursing service • Demonstrates accountability for directing, monitoring and evaluating nursing care tasks that is delegated to unregulated health workers • Participates in regular performance reviews and contributes to peer review • Maintains infection control principles
Inter-professional health care and quality improvement	• Collaborates and co-ordinates care with other health professionals to ensure a quality service • Maintains and documents information necessary for continuity of care and recovery • Develops a discharge plan and follow up care in consultation with the client/whānau and other health team members • Makes appropriate referrals to other health team members and services • Recognises and values the roles and skills of all members of the health care team in the delivery of care • Demonstrates knowledge of community and hospital services, and relevant resources • Attends relevant community meetings and forums • Maintains existing community networks, initiates and develops new networks within the community setting • Offers links, resources and support to health programmes and policies • Participates as required and refers to the Child Welfare meetings • Participates in continual quality improvement activities to monitor and improve standards of nursing • Participates in review and audit of practice • Actively participate in the evaluation of service efficiency and effectiveness, and the continuous quality improvement of the delivery of clinical services • Maintain own competency and complete any required competency-based training and professional development

Health, Safety and Wellbeing	• Demonstrates a good understanding of Health and Safety in the healthcare environment • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents • Ensures own and others' safety at all times • Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting • Reports all incidents/accidents, including near misses in a timely fashion

Kawenga Matauranga | Knowledge, Skills and Experience Required

Qualifications

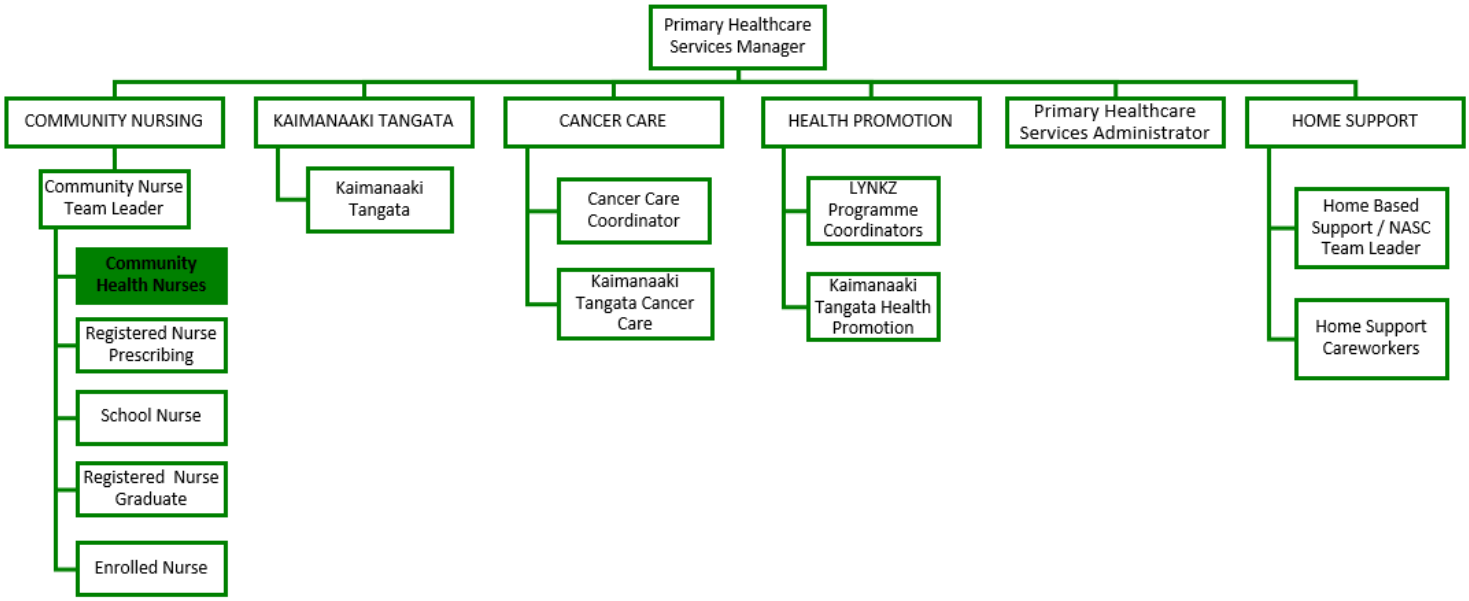
- Registered Comprehensive Nurse or Registered General Nurse – with current APC
- At least two years post-graduate general clinical experience in New Zealand is required, ideally within a Māori healthcare setting
- Authorised non-medical vaccinator and Smear-taker competency certification is highly desirable
- Full and current Drivers Licence essential

Skills and Experience

- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Proven ability to practice autonomously with accountability within the team concept of the Hauora Hokianga Health Services
- Excellent communication skills, written and oral, with the ability to communicate clearly, concisely and in plain language
- Excellent influencing and persuading skills
- Well-developed problem-solving skills, with the ability to develop pragmatic solutions with successful outcomes
- Excellent organisational skills, prioritising and managing time in a fast paced / busy environment
- Reliable and flexible in response to work priorities, issues and pressures; handles conflicting priorities and deals with the unexpected
- Able to work effectively and independently as part of a multi-disciplinary team
- Identifies and promotes opportunities for collaboration and works with others regardless of functional boundaries
- Commitment to empowering clients to achieve the best possible outcomes
- Demonstrates a sound understanding of patient/client rights to be treated as an individual and with equity, respect and dignity
- Demonstrates a sound understanding of and respect for the social, cultural and spiritual norms of others
- Ability to act with sensitivity to clients right to privacy and confidentiality
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality.

Kawenga Whanaungatanga| Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- Primary Healthcare team
- Medical team
- Other managers and staff

Key External Relationships

- Clients, whānau and individuals from the community
- Community Groups
- Primary Health Organisations
- Te Whatu Ora
- Allied and other health professionals

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga's strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga's policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____