



**Multiple Sclerosis  
& Parkinson's**  
CANTERBURY  
*strong connections*

70 Langdons Road, Christchurch 8053  
Phone 03 366 2857  
www.ms-pd.org.nz

**Supporting people with Multiple Sclerosis and Parkinson's to live well in their community**

<b>Job Title:</b>	Health and Well-being Advisor	<b>Location:</b>	Braintree Wellness Centre, 70 Langdons Road, Papanui
<b>Hours of Work:</b>	30-34 hours per week	<b>Salary Range:</b>	To be negotiated
<b>Responsible to:</b>	Manager	<b>Travel Required:</b>	Some travel in MSPC vehicle or own vehicle (reimbursed mileage)
<b>Mission:</b>		<b>Key Relationships:</b>	
Enabling people with MS and Parkinson's to manage their health and wellbeing.		<b>External:</b>	
<b>Position Purpose:</b>		<ul style="list-style-type: none"> <li>• People living with MS and Parkinson's in the Canterbury region and their whanau and supporters.</li> <li>• Health and Disability Professionals, primary health organisations including GP practices, Te Whatu Ora and other health agencies.</li> <li>• Community organisations and health networks</li> <li>• General Public</li> </ul>	
<p>The Advisor will focus on health and well-being promotion activities and education in the community empowering self-management strategies while encouraging lifestyle changes for people living with MS and Parkinson's.</p> <p>Provide support to those living with MS and Parkinson's through the development of individual health and well-being plans and navigation of the integrated health service.</p> <p>Provide up-to-date evidence-based information, advice and support on well-being and healthy lifestyle for people with MS and Parkinson's</p>		<ul style="list-style-type: none"> <li>• <b>Internal:</b></li> <li>• Manager</li> <li>• Health Team</li> <li>• Staff</li> <li>• Contractors</li> <li>• Volunteers</li> </ul>	
<b>Personal Specifications:</b>			
<b>Knowledge and skills</b>			
<ul style="list-style-type: none"> <li>• Ability to work autonomously and collaboratively in a team environment.</li> <li>• Able to demonstrate a high level of personal and professional accountability.</li> <li>• Shows knowledge of local community networks across primary, secondary, and tertiary health sectors.</li> <li>• Excellent written and oral skills including conducting education sessions and giving presentations.</li> <li>• Experience and knowledge of working with people with MS and/or Parkinson's and/or complex chronic conditions /care.</li> <li>• Understands how people with MS and Parkinson's are affected by their condition.</li> <li>• Knowledgeable about self-management, and empowering people to take control of their health.</li> <li>• Knowledgeable about the conditions, medication schedules, side effects and supports available.</li> <li>• Preparedness to upskill and keep current with MS and Parkinson's self-management practices.</li> </ul>			

Approved by:		Date:	
Last Updated by:	Interim Manager	Date:	27 Feb 2023

## Attributes

- Works collaboratively and contributes positively within a team able to share skills and knowledge, as necessary.
- Demonstrates self-reliance, confidence, flexibility, and adaptability.
- High level of energy, initiative, and motivation.
- Able to maintain a high level of professionalism under pressure.
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office, databases and audio/video communication e.g. Zoom.

## Qualifications and Education Requirements

- Qualification and experience in health practices such as nursing or other allied health profession
- Current Annual Practicing Certificate
- Current New Zealand Driver's license
- Evidence of postgraduate study desirable but not essential

## Job Description

Works as part of our health team to support people with MS and Parkinson's, their families/whanau, and carers providing information and supporting them to navigate the health care service:

- Provides up-to-date evidence-based information, advice and support on well-being and healthy lifestyles for people living with MS and Parkinson's reaching clients through digital pathways, MSP newsletter articles, and workshops.
- Creates educational materials (including materials relevant to clients' nutrition, day to day life management and wellness), designs and delivers lifestyle related workshops and creating well-being campaigns for service users.
- Delivers community education sessions and presentations including to MS and Parkinson's peer support groups.
- Supports clients with the development of health and well-being self-management plans through face to face or phone consultations.
- Employs a collaborative approach to provide benefits for people living with Multiple Sclerosis and Parkinson's using skills in networking, liaison, and advocacy within the health sector and community.
- Works collaboratively on initiatives with other neurological providers particularly within the Braintree Wellness hub.
- Promotes an effective working partnership with other MS and Parkinson's staff and health providers across Canterbury to ensure MS and Parkinson strategic plan is followed.
- Seeks to engage with all ethnicities and communities to provide education on health and wellbeing support for MS and Parkinson's to health professionals organisations such as Te Waka Tapu and Te Puawaitanga ki Otautahi Trust

## Key Responsibilities

### Client Support

- Engages with clients to ensure that a health and well-being self-management plans are in place,
- Assists clients to navigate the health services referring them to and advocating with relevant health services as necessary.
- Provides up-to-date evidence -based information and advice on access to educational information and resources.
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## KPI's

- An accurate record of client contact is kept on the database.
- Referrals are done promptly to meet needs.
- Digital pathways to information and resources are current and easily accessible.
- Incorporates evidence-based clinical knowledge.

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	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Maintains professional written and verbal communication with individuals, health professionals and other organisations.</li> <li>• Ensures information is readily available and accessible to clients, whanau, carers and the wider community.</li> <li>• Utilises MSP digital pathways, contributes to newsletter and newsletter articles,</li> <li>• Communicates positively and constructively with service users, other staff, and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Clear effective communication shown.</li> <li>• Positive feedback is received from people living with MS or Parkinson's, manager, staff team and volunteers</li> <li>• Information is current and accessible through digital means</li> </ul>
<p><b>Advocacy and Liaison</b></p> <ul style="list-style-type: none"> <li>• Liaises with and refers to health professionals and other agencies as appropriate.</li> <li>• Works collaboratively as part of our Health team to provide a holistic and collaborative well-being approach</li> <li>• Applies principles of Te Tiriti o Waitangi in clinical practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops professional health networks and working relationships with health agencies.</li> <li>• Demonstrates a collaborative approach.</li> <li>• Demonstrates the principles tikanga with their practice.</li> </ul>
<p><b>Education and service delivery</b></p> <ul style="list-style-type: none"> <li>• Collaboratively plans, creates, delivers, and evaluates health and well-being educational sessions and workshops for <ul style="list-style-type: none"> <li>○ Clients and their whanau and supporters</li> <li>○ Wider Community</li> <li>○ Health professionals in the community including residential care.</li> </ul> </li> <li>• Works to deliver services and outcomes as stated within health contracts undertaken by MS &amp; Parkinson's Canterbury</li> <li>• Provides external advice and is a resource for other health professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Educational delivery is timely and evaluations are recorded for stats, feedback and reporting</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Plans and prioritises work according to needs while maintaining a flexible approach.</li> <li>• Maintains confidentiality of records in a safe and secure environment.</li> <li>• Administration associated with the role is professional and up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly schedule shows a balance between admin, contact with clients, activities, education, and professional development/support.</li> <li>• Database and paper files kept securely.</li> <li>• Reports completed monthly</li> </ul>
<p><b>Student placements</b></p> <ul style="list-style-type: none"> <li>• To support student placements within the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Completes paperwork for student placements.</li> <li>• Planning for student placements</li> </ul>
<p><b>Evidence-based practice</b></p> <ul style="list-style-type: none"> <li>• To keep up to date with the latest evidence-based practice, applying practice where appropriate and evidence to resources and educational delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a professional development plan and works towards achieving planned outcomes.</li> <li>• Continues to build ongoing knowledge and shows evidence of professional development</li> </ul>

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<b>Other</b>	<ul style="list-style-type: none"><li>Delegated duties and tasks as required and negotiated with the Manager</li></ul>
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