



# MINISTRY OF SOCIAL DEVELOPMENT

*Te Manatū Whakahiato Ora*

## POSITION DESCRIPTION

---

<b>Position:</b>	<b>Regional Health Advisor</b>
<b>Location:</b>	<b>Regional Office</b>
<b>Business Unit:</b>	<b>Work and Income</b>
<b>Group:</b>	<b>Work and Income Regions</b>
<b>Reporting to:</b>	<b>Regional Director</b>
<b>Issue Date:</b>	<b>February 2007</b>
<b>Delegated Authority:</b>	<b>Nil</b>
<b>Staff Responsibility:</b>	<b>Nil</b>

---

### Our Role

The Ministry of Social Development (MSD) is the lead agency for the social sector. We help the Government to set priorities across the sector, co-ordinate the actions of other social sector agencies and track changes in the social wellbeing of New Zealanders.

The Ministry provides policy advice, and delivers social services and assistance to children and young people, working age people, older people, and families, whānau and communities. We work directly with New Zealanders of all ages to improve their social wellbeing.

We serve over a million people, working out of more than 250 centres around the country. It is likely that every New Zealander will come into contact with the Ministry at some point in their life.

Our work, together with our social sector partners, is essential to achieving a sustainable and prosperous future, where all New Zealanders are able to take responsibility for themselves, be successful in their lives and participate in their communities.

### Our Principles

MSD People: Put people first | Team up together to make a bigger difference | Act with courage and respect | Empower others to act | Create new solutions | Are 'can do', and deliver | Honour achievement

Above all, we do the right things for New Zealanders.

### Position Description Approved By:

---

Director HR, Work and Income

Date: ...../...../.....



### Group:

The Regional Office is a key part of the Work and Income Service Delivery structure. The objectives of the Regional Office are to:

- identify challenges faced by communities within the region
- define the regional focus
- target resources according to regional focus
- support operational activity and improvement
- establish and maintain relationships with key regional organisations in order to increase opportunities for clients.

### Purpose of the Position:

The Regional Health Advisor is responsible for providing specialist advice on the health factors associated with a client's application, review/renewal for benefit and entitlement to services. In particular, the Regional Health Advisor will focus on matters relating to the health of the client, the barriers created by the client's health status, what intervention options may exist for reducing or removing the effect of these barriers and what service options may be suitable for the client to enable them to achieve a sustainable employment outcome. Their professional advice will influence the outcome for the client. This role is part of a network of Regional Health and Disability Advisors that is supported professionally by two Principal Advisors located in National Office.

### Working Relationships

#### Internal:

- Regional Director
- Regional Disability Advisors
- Work and Income front-line staff
- National Operations
- National Client Managers
- Other MSD business units
- Customer Service Representatives
- Health and Disability Provider Liaison Co-ordinators
- Principal Health Advisor (national office)
- Principal Disability Advisor (national office)
- Health/Welfare Services Manager (national office)

#### External:

- General Practitioners
- Contracted health and disability providers

- Specialist assessors
- Key public hospital staff
- Public health organisations
- Regional health authority
- Specialists

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## Key Accountabilities:

Key Result Area	Accountabilities
<b>Advise on Benefit Entitlement Decisions</b>	<ul style="list-style-type: none"> <li>• receive referred benefit applications, reviews/renewals from case managers where it is unclear that a benefit duration or service entitlement decision can be made without further investigation</li> <li>• review the application file and determine whether there is sufficient health information available</li> <li>• determine whether issues arising from the application, review/renewal need to be referred back to the client or their General Practitioner (GP)</li> <li>• determine whether there is sufficient need for a specialist health assessment</li> <li>• determine the appropriate speciality where a specialist health assessment is needed and identifying a suitable assessor</li> <li>• recommend the engagement of the assessor through the engagement framework</li> <li>• receive and analyse the subsequent assessment report before making final recommendations to the case manager</li> <li>• determine whether the recommended health intervention meets the service principle guidelines</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• where appropriate, matters of clarity are referred to the client's GP to be addressed</li> <li>• referrals for specialised health assessment or health interventions are appropriate, well documented and timely</li> <li>• referrals for specialised health assessment or health interventions are effectively managed so that the service is delivered to Work and Income's expectations, optimising the outcome for the client</li> </ul>
<b>Determine Specialised Assessment needs</b>	<ul style="list-style-type: none"> <li>• ensure client's medical needs and circumstances have been appropriately assessed from the benefit application and associated information available</li> <li>• establish programme of care to be shared with the case manager</li> </ul>
<b>Determine health interventions</b>	<ul style="list-style-type: none"> <li>• recommendations for health interventions by specialised health assessors as determined by the service principle guidelines.</li> <li>• ensure clear endorsement of the health intervention is obtained from the client and their GP</li> <li>• recommendations for health interventions by specialised health assessors are followed through in a timely manner</li> </ul>
<b>Recommend appropriate service options</b>	<ul style="list-style-type: none"> <li>• based on the client's health status and available information, appropriate employment service recommendations are made to the Work and Income case manager</li> </ul>
<b>Planning and reporting</b>	<ul style="list-style-type: none"> <li>• actively contribute to the operational plan for the Work and Income region as required</li> </ul>

	<ul style="list-style-type: none"><li>• participate actively in planning and supervision activities that involve other regional health advisors and the Principal Health Advisor</li><li>• liaise with Regional Disability and Principal Disability Advisors as appropriate</li><li>• report regionally on a regular basis on areas to be addressed further</li></ul>
--	---

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

### **Technical/Professional Knowledge and Experience**

- Health practitioner qualification (such as registered nurse, occupational therapist, physiotherapist, registered social worker, or similar)
- experience in rehabilitation
- tertiary qualification in relevant health field

### **Attributes/Success Factors**

- Ability to build effective relationships with a wide variety of internal and external stakeholders
- Ability to provide clear, succinct professional advice
- Excellent verbal and written communication skills, including report writing

### **Other Requirements**

- Willing to travel to fulfil job requirements

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT