



HAEMOPHILIA FOUNDATION OF NEW ZEALAND Inc

- Position:** Haemophilia Outreach
- Location:** Christchurch, Wellington, Hamilton, Auckland
- Reporting To:** The National Haemophilia Outreach Manager (NHOM)
- Purpose:**
- To provide support to people living with Haemophilia, von Willebrand's Disorder and other genetic bleeding disorders, their families/whanau and caregivers within NZ.
- To promote the role of HFNZ as a community educator, service provider, and advocate for optimum treatment and care for people affected by living with bleeding disorders in NZ.
- To enhance all aspects of Standards of Care, in order to provide the highest quality of life for persons affected by Bleeding Disorders.

HFNZ Mission Statement:

To promote Excellence in Haemophilia Care, Education, Advocacy and Support.

Relationships:

Internal

CEO

NHOM

Other Outreach Workers

National Information Co-ordinator

Administrator

External

People with Bleeding Disorders and their families/Whanau

Clinicians

HFNZ Volunteers

Appropriate Government Agencies

Outreach Worker Responsibilities:

- ❑ To provide support to and opportunity for outreach contact with each person or family/whanau and to educate people affected by haemophilia, von Willebrand's Disorder and related bleeding disorders, their families/whanau or caregivers, and so develop effective individual functioning.
- ❑ To encourage clients to participate where possible in identifying their own needs and working towards meeting their goals.
- ❑ To work in partnership with regional Haemophilia Centres and relevant medical professionals to enable affected people to achieve, independence and self-determination to the greatest possible degree where possible.
- ❑ To co-operate with other community organizations and agencies in the provision of client services, and to enhance their understanding of the needs of the people affected by haemophilia and other bleeding disorders.
- ❑ To present and promote the services of the HFNZ, including local Branch information, to clients for their possible use and benefit.
- ❑ To establish referral systems to the Foundation from the Clinicians.

- To develop the role of HFNZ as a Community educator and advocate for optimum treatment and care for people affected by Bleeding disorders in NZ.

Key Tasks:

Position Holder is responsible for:	Position Holder is successful when:
<p><u>Support:</u></p> <ol style="list-style-type: none"> 1) Making contact with and supporting new members. 2) Maintaining continuity of service by undertaking home visits where necessary 3) Making regional visits on a rotating basis, aiming for 1 visit per year where possible. 4) Maintaining phone service during normal working hours and replying to calls within 24 working hours where possible. 5) Making available appropriate information and services 6) Attending educational activities such as special needs educational camps, workshops and training seminars in consultation with the NHOM 	<ul style="list-style-type: none"> • All notified newly diagnosed families have been contacted by their Haemophilia Outreach • All members have had one annual home visit where applicable • Plans for regional visits are developed and implemented, aiming for at least one visit per region per year, as financial and human resources allow. • All calls have been attended within an acceptable time frame
<p><u>Information:</u></p> <ol style="list-style-type: none"> 1) Raising members and clients awareness of access to care and knowledge of standards of care. 2) Raising members and clients awareness of access to Community and Government Agency resources, HFNZ programmes and resources. 3) Raising members and clients awareness of Regional Branch Information and Activities. 4) Facilitating group discussions at appropriate gatherings. 5) Promoting client participation and maintaining up to date and accurate information in a secure, confidential database. 	<ul style="list-style-type: none"> • All members are receiving relevant and applicable resources • All members are receiving relevant and applicable information • You have encouraged members to identify their own needs and set their own goals. • Clients are given the opportunity to complete an Outreach Database form.
<p><u>Networking:</u></p> <ol style="list-style-type: none"> 1) Liaising with clinicians and other professional medical staff. 2) Maintaining professional working relationships with peers worldwide 3) Establishing and maintaining a cooperative networking system with other groups within the community to provide a continuum of appropriate quality care and services. 4) Liaising with HFNZ Regional 	<ul style="list-style-type: none"> • There is a working relationship established with relevant medical personnel • There is a working relationship established with Australian peers of Haemophilia Outreach • There is a working relationship established with appropriate community organisations • There is a working relationship

<p>Branches within designated area of operation.</p> <p>5) Liaising with the NHOM, Health Care providers, schools, employers and other organisations as necessary and appropriate.</p>	<p>established with regional branches where appropriate</p> <ul style="list-style-type: none"> • There is a working relationship established with the NHOM and HFNZ CEO
<p><u>Professional Responsibilities and Development:</u></p> <ol style="list-style-type: none"> 1) Updating the HFNZ database with all member contact and other relevant information within a timely fashion. 2) Meeting weekly with the NHOM, either by telephone or in person. 3) Maintaining confidential client records that comply with the Privacy Act. 4) Obtaining professional supervision. 5) Maintaining working relationships with other Haemophilia Outreach and NHOM. 6) Undertaking other relevant duties as requested following negotiated agreement with the NHOM. 7) Attending Regional and/or International Conferences in consultation with the NHOM 8) Participating in training / education as identified and agreed upon. 9) Attending meetings of HFNZ Regional Branches and the HFNZ Annual General Meeting where invited or requested, based on mutual agreement. 10) Developing and maintaining an adequate personal knowledge of treatment and psychosocial issues related to bleeding disorders. 11) Keeping knowledge up to date on current trends and developments in HFNZ's field of activities. 12) Arranging purchase of office supplies and maintaining a clean safe and comfortable work environment where there is a sole charge position. 	<ul style="list-style-type: none"> • All data is inputted on a regular basis in a timely fashion • Haemophilia Outreach participate in regular meetings with NHOM • Professional Supervision is obtained and attended • There is attendance at Regional, National and International meetings where appropriate • Training needs have been assessed and completed where applicable • Personal knowledge of psychosocial issues related to bleeding disorders is adequate and current • Personal knowledge of current trends and developments in HFNZ field of activities is up to date

Preferred Skills and Qualifications

- Evidence of tertiary study or qualifications in counselling, social work, nursing or education. Ideally holding or working towards appropriate professional accreditation.
- Preferably a minimum of two years relevant experience
- Cultural sensitivity and awareness with the ability to work in multicultural settings.
- Good knowledge of the Treaty of Waitangi.

- A working knowledge of the Privacy Act.
- A current driver's licence.
- Up to date computer skills.

Personal Specifications:

- Awareness and sensitivity in working with people
- Ability to work with diverse communities.
- Capable of working alone, with flexible work hours and days.
- Willingness to travel away from home.

Limits of Expenditure:

\$50.00 discretionary fund

Amendment to Position Description

This Position Description may be amended by the CEO or NHOM in conjunction with the Position Holder.