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| Position Description | |
| 1. **Position title:** | 1. **Pregnancy and Parenting Education (PPE) Facilitator** |
| 1. **Business unit:** | 1. Operations |
| 1. **Location:** | 1. Canterbury/ Southern/ West Coast DHB Areas |
| 1. **Reports to:** | 1. Pregnancy and Parenting Programmes Manager |
| 1. **Last review date:** | 1. July 2019 |

Business Unit overview

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| Business Unit Overview |
| The Operations Business Unit ensures Plunket’s relevance to all communities, in line with Plunket’s organisational goals, vision and strategic direction. It holds collective accountability for the delivery of all Plunket Services, the leadership of national and local initiatives and contribution to the wider leadership team of Plunket to ensure the achievement of Plunket’s vision and strategic goals. This will be achieved through engagement, service delivery, service development and innovation of service, funding stream development and continuous improvement. The business unit is responsible for working with the relevant Plunket Boards, Plunket Groups and external stakeholders to provide relevant services to improving the health outcomes for children and their families. |
| **Purpose of Position** |
| To provide information and education to expectant parents and their families. |
| 1. **Dimensions of the Position** |
| **Responsible to:** Pregnancy and Parenting Programmes Manager  **Responsible for:** No direct reports  **Delegations:** No delegations |

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| **Functional Relationship** |
| **Internal:**   * Regional Operations Manager * Regional Community Development Manager * Pregnancy and Parenting Programmes Manager * Pregnancy and Parenting Education Team Leader * Pregnancy and Parenting Education Co-ordinator * Clinical Nurse Consultants * Clinical Services Managers * Community Services Leaders * Clinical Leaders * Administration Team Leaders * Administrators * Healthcare Workers/Community Karitane * Plunket Nurses * PEPE Facilitators * PEPE Team Leader * Community Support Coordinators Car-Seat Rental Teams   **External:**   * Registered Midwives * Ward Clerk * Receptionist * Other PPE Facilitators * Physiotherapist * Liaise with the community * LMC’s * PHO’s * General Practice Teams * Other NGOs as specified |

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| **Key Accountabilities**  (Some will be unique to the position; others will be common across the organisation and level within the organisation) |
| **Business as Usual:**   * To provide education for women and their families to ensure they have information to adequately prepare them for pregnancy, childbirth and parenting. * To ensure effective communication and co-operation within the Pregnancy and Parenting Education, as well as other areas within the service and with the public. * To ensure delivery of correct, evidence based and quality information when facilitating Pregnancy and Parenting Education. * Information on clients shared and communication about clients maintained only as and when appropriate. * Collect monthly records and statistics for course and reporting purposes. * To be an advocate for expectant women and the service. * Ensure women and their families feel informed and safe. * To maintain own professional development;   + Actively continues with ongoing self-directed education and development.   + Attends relevant meetings and study days.   + To maintain currency of own professional standards of practice (including professional body registrations e.g. Annual Practicing Certificates for Midwives, Registered Nurses etc.) * To carry out all tasks of a nature as required by the Pregnancy and Parenting Programmes Manager from time to time. * Flexibility of service changing with times and needs of families. * Providing a service appropriate to the family’s needs. * Deliver on the specifications as per the service of supply agreement, and/or contacts the Manager in the instance there is a risk that the service specifications will not be delivered.   **Leadership:**   * Responsible for ensuring that Health and Safety Policies and Procedures are always followed. * Participation in all the following:   + Audits.   + Staff Education and Training.   + Accidents/Incidents.   + Remain aware of hazards and report any Health and Safety concerns to the Manager.   + Awareness of Fire Safety and Emergency Procedures for all work places/venues. * Actively participates in staff development/facilitation programmes. * Assists and supports new staff. * Supports team members * Use of theoretical knowledge base to provide high level of information/service. * Participates in QA initiatives. * Liaise with Pregnancy and Parenting Programmes Manager.   **Position description and scope of duties:**  The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.  Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket’s Performance and development programmes. |

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| **Person Specification** |
| **Knowledge, Skills and Experience (including Technical Competencies)**  **Qualifications**   * Registered Midwife or, * Registered Nurse or, * Qualified Childbirth Educator * And a recognised qualification in Adult Education or willingness to undertake.   **Skills and Attributes**   * Proven communication and interpersonal skills. * Demonstrates effective facilitation/teaching skills. * A high degree of motivation and initiative. * Culturally sensitive. * Ability to facilitate Pregnancy and Parenting Education sessions. * An understanding of and commitment to the principles of the Treaty of Waitangi. * Is committed to the delivery of evidence-based information when facilitating Pregnancy and Parenting Education, regardless of the alignment to their own personal beliefs or actions.   **Other requirements**   * Current full NZ driver’s license. * We strongly encourage PPE Facilitators to be prepared to maintain an annual influenza vaccination, and pertussis-containing vaccine (5-10yrly) - for protection of self and whanau attending Pregnancy and Parenting Education. |

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| **Competencies** |
| **ACE-Ability** Plunket’s behavioral competency model is made up of three dimensions of personal behavior - Connection to Plunket, Adaptability and Emotional Maturity.  ***Adaptability***  ***Thinking***   * Is comfortable with complexity and can think beyond the operational * Can look beyond face value to see possibilities from different angles and viewpoints * Keeps perspective * Accepts and able to work with ambiguity and change   ***Interpersonal***   * Is committed and capable of initiating and broadening professional and social networks * Holds courage to face and deal with difficult people and issues   ***Connection to Plunket’s Direction***   * Has a high level of energy and commitment to achieving Plunket’s vision * Has a broad range of engagement * Is committed to adapting and improving their own practice   ***Emotional Maturity***   * Is non-reactive and objective * Understands the degree of influence in their role * Understands own limitations |