

Job Title:	Pregnancy and Parenting Education (PPE) Facilitator
Function:	Operations
Reports to:	Pregnancy and Parenting Programmes Manager
Last review date:	July 2019

He huanui oranga mo ngā mokopuna whakatipuranga roto i ngā hapori heke iho, heke iho -
Setting the path of wellness in our communities for the early years, for generations to come.

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau and families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the Service Delivery Team

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 the Position

To provide information and education to expectant parents and their families.

Key Dimensions of the Position

Delegations: The position’s full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships: *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

Internal:

- Regional Operations Manager
- Regional Community
- Pregnancy and Parenting Programmes Manager
- Pregnancy and Parenting Education Team Leader
- Pregnancy and Parenting Education Co-ordinator
- Clinical Nurse Consultants
- Clinical Service Managers
- Clinical Leaders
- Administration Team Leaders
- Administrators
- Healthcare Workers/Community Karitane
- Plunket Nurses
- PEPE Facilitators
- PEPE Team Leaders
- 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 NGO as specified

Key accountabilities

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 Practising 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.

Health & Safety

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
- Ensure own and others' safety at all times and observe health and safety practices in all workplace activities
- Understand the responsibility individuals and their manager play in health and safety
- Team training is up-to-date and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
- Identify and report all incidents, accidents, and near misses in accordance with policy

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.

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Person Specification

Qualifications and Background

The role will ideally possess the following technical skills/knowledge and personal attributes:

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.

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

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Role title

Date

Manager role

Date