

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services (MHMS)

2. Position Title: Orderly
(Mental Health Support Worker)

3. Salary Level: L19-18/17-16

4. Division: Support Services (Mental Health)

5. Reports To: Deputy Secretary/Assistant Secretary

6. Direct Reports: In-Charge Nurse at Te Meeria

7. Primary Objective of the Position:

The Mental Health Support Worker will work as a member of the mental health team to support mental health patient's recovery and rehabilitation from a mental illness.

The post-holder will work as part of a team to ensure a safe, healthy lifestyle for people with a mental illness, providing a therapeutic environment underpinned by Recovery approach. They will work within a range of Mental Health services, which include Mental Health Inpatients, Home Visiting Service and Community Mental Health

Mental Health services are flexible and responsive requiring staff to work day, afternoon and night shifts over a seven day period worked as 5 days duty and 2 days off.

8. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance*
- *MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities

Monitoring Mental state of patients

To report any observed changes in mood or mental state.
Report behaviors of concern, physical health care needs

Major Activities/Duties

Performance Measures/Outcomes

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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or unmet mental health care needs to the nurse in charge (NIC).

Maintain all records as instructed by the manager.

To maintain observations as ordered by doctor or NIC in seclusion or in the open areas of the ward

To hand over observations to other staff at relief time.

To report any untoward incidents, A.W.O.L or abuse of a vulnerable adult when in seclusion immediately.

To complete an Incident form as instructed

Assist in facilitating the inpatient rehabilitation program at Te Meeria Ward.

Encourage patient participation in the program and support patients to participate in activities.

To involve patients in decisions about their care and treatment using a recovery approach

Provide daily support to maintain cleanliness of facilities including the toilet and bathroom areas.

Assist with distribution of patient meals and supervise meals times as required

Support patients to attend to basic hygiene activities.

Assist with daily vital recording

Assist with supervision at medication administration

Assist with any other nursing procedures as required
To accompany and support clients whilst attending outpatients appointments or engaged in other community recovery activities.

Escorting patient to outer islands on discharge and assisting with educating families and support staff
Supporting home visiting service as required

Observe all health and safety regulations across the service.

To provide intensive care observations for at risk patients and support vulnerable patients in seclusion.

Provide direct practical support to patients so that they develop skills to manage their own mental health problems.

Facility cleanliness and patient hygiene

Assist nursing staff with procedures as directed

Escorting and ensuring patient safety when in the community

To provide a safe environment and reduce risks

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Ensure correct use of electrical equipment, ensure fire procedures and infection control policies are adhered to, and report all faults to the NIC.

Observe all policies and procedure related to intensive observations and seclusion.

Use calming and restraint procedures when required.

Team work in a challenging environment

To follow nursing directions and complete assigned duties as directed.

To communicate and contribute to effective team work across the whole clinical area of the service.

To participate in staff meetings, attend training, supervision and appraisal sessions as required.

9. Key Challenges

- Shift work
- Unpredictable behaviours
- Communication challenges
- Aggression
- Working with body wastes

10. Selection Criteria

10.1 PQR (Position Qualification Requirement):

Form 3 or Class 9 Certificate with First Aid Certificate

10.2 Key Attributes (Personal Qualities):

- Excellent communication skills
- Respect and compassion for people with mental illness
- Ability to follow nursing directions
- Team work skills
- Flexible nature
- Calm under pressure and unpredictable situations
- Punctuality

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Honesty

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