



**Multiple Sclerosis
& Parkinson's**
CANTERBURY
strong connections

70 Langdons Road, Christchurch 8053
Phone 03 366 2857
www.ms-pd.org.nz

Job Title:	Health and Wellbeing Advisor	Location:	Braintree Wellness Centre 70 Langdons Road, Papanui
Hours of Work:	24 - 30 hours per week	Salary Range:	To be negotiated
Responsible to:	Manager	Travel Required:	Some travel in MSPC vehicle or own vehicle (reimbursed mileage)
Mission:		Key Relationships:	
Supporting and enabling people with MS and Parkinson's, and their whanau, to live well in their communities.		External:	
Position Purpose:		<ul style="list-style-type: none"> • People living with MS and Parkinson's in the Canterbury region, their whanau and supporters • Health and Disability Professionals including neurologists, clinical nurse specialists, GPs, HIPs, practice nurses and allied health specialists. • Agencies including PHOs, Te Whatu Ora, Whaikaha, MSD, and Lifelinks • Community organisations and health networks • Donors and supporters • General Public 	
Provide support to those living with MS and Parkinson's, and their whanau, through the development of individual health and well-being plans and navigation of the integrated health services.		Internal:	
Address challenges to the four determinants of health for people with MS and Parkinson's through the provision of evidenced based information, education and advocacy framed by an understanding of Te Whare Tapa Whā.		<ul style="list-style-type: none"> • Manager • Health & Wellbeing Team • Staff • Contractors • Volunteers 	
Enhance social connection through facilitation of our peer support networks.			
Knowledge and skills			
<ul style="list-style-type: none"> • Ability to work autonomously and collaboratively in a team environment. • Able to demonstrate a high level of personal and professional accountability. • Experience and knowledge of working with people with MS and/or Parkinson's and/or complex chronic conditions • Knowledgeable about self-management, and empowering people to take control of their health. • Preparedness to upskill and keep current with MS and Parkinson's self- management practices. 			

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- Shows knowledge of local community networks across primary, secondary, and tertiary health sectors.
- Excellent written and oral skills including conducting education sessions and giving presentations.
- Ability to foster and facilitate social connections in a group environment.

Attributes

- Works collaboratively and contributes positively within a team able to share skills and knowledge, as necessary.
- Demonstrates self-reliance, confidence, flexibility, and adaptability.
- High level of energy, initiative, and motivation.
- Able to maintain a high level of professionalism under pressure.
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office, databases and audio/video communication e.g. Zoom.

Qualifications and Education Requirements

- Qualification and experience in health practices such as nursing, social work, occupational therapy, or allied health profession
- Current New Zealand Driver’s license
- Current Annual Practicing Certificate desirable but not essential
- Evidence of postgraduate study desirable but not essential

Job Description

Works as part of our Health and Wellbeing team to support people with MS and Parkinson’s, their families/whanau, and carers by providing information and supporting them to navigate the health care service:

- Support clients with the development of health and well-being self-management plans through face to face or phone consultations.
- Provide up-to-date evidence-based information, advice and support on health and well-being for people living with MS and Parkinson’s reaching clients through multiple channels.
- Create, design, and deliver educational resources and workshops for people we support and the wider public.
- Facilitate and foster opportunities for social connection.
- Work collaboratively with the MS and Parkinson’s team, Braintree tenants and health providers across Canterbury to ensure MS and Parkinson strategic plan is followed.
- Use networking, liaison, and advocacy skills to widen the reach of MSPC into underserved communities.

Key Responsibilities

Tasks

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Client Support	<ul style="list-style-type: none"> Engage with clients to ensure that a health and well-being self-management plan is in place. Assist clients to navigate the health services referring them to and advocating with relevant health services as necessary Provide access to educational information and resources Plan, deliver and evaluate MS and Parkinson's Health and wellbeing education sessions Facilitate and foster peer support networks
Communication	<ul style="list-style-type: none"> Maintains professional written and verbal communication with individuals, health professionals and other organisations. Communicates positively and constructively with other staff and volunteers
Advocacy and Liaison	<ul style="list-style-type: none"> Liaises with and refers to health professionals and other agencies as appropriate. Liaises with the MSPC team to provide a holistic and collaborative well-being approach. Applies principles of Te Tiriti o Waitangi in clinical practice.
Education Delivery	<ul style="list-style-type: none"> Collaboratively plans, delivers and evaluates educational sessions and workshops for the people we support, their whanau and supporters, as well as for health professionals in the community including residential care. Provides external advice and is a resource for other health professionals.
Administration	<ul style="list-style-type: none"> Plans and prioritises work with flexibility according to needs. Maintains confidentiality of records in a safe and secure environment. Administration associated with the role is professional and up to date
Student placements	<ul style="list-style-type: none"> Supports student placements within the organisation
Evidence-based practice	<ul style="list-style-type: none"> To keep up to date with the latest evidence-based practice, applying this to practice where able and providing education on this evidence.

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Other	<ul style="list-style-type: none">Delegated duties and tasks as required and negotiated with the Manager.
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