



Te Marae Ora (TMO) Ministry of Health
GOVERNMENT OF THE COOK ISLANDS

PO Box 109 Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

POSITION SUMMARY

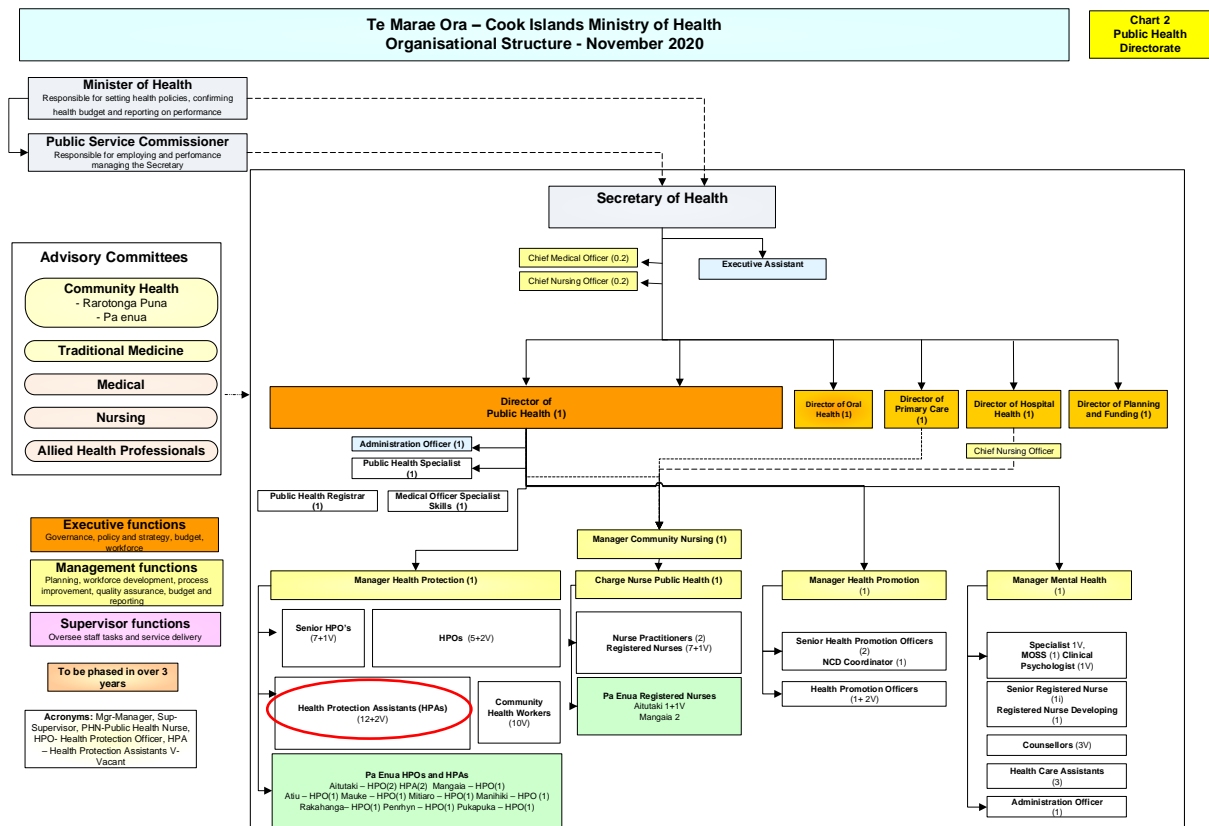
Job Title:	Health Protection Assistant
Division:	Public Health
Responsible To:	Manager Health Protection
Responsible For:	Nil
Job Purpose:	This role provides health protection services (including communicable disease control, environmental health, event surveillance and response) for Te Marae Ora (TMO) Ministry of Health. They work under the supervision of Senior Health Protection Officers to deliver health protection services. This role provides operational reports to Manager Health Protection as required.
Job Classification:	C – O3 Trades I
Date updated:	November 2020

AGENCY VISION AND VALUES

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job holder is successful when:
<p>Strategic and Operational Excellence</p> <ul style="list-style-type: none"> • Provide periodic reports to the Manager • Deliver work to highest standards and ensure it meets public health requirements • Contribute to maintaining health information systems to inform quality health protection services • Implement protocols and guidelines to promote quality services/care • Treat complaints as an opportunity to improve and implement changes required 	<ul style="list-style-type: none"> • Quality reports submitted in a professional and timely manner • Quality service delivery maintained • Health information systems are robust and support informed decision making • Protocols and guidelines implemented effectively • Service delivery continuously improves
<p>Quality Care</p> <ul style="list-style-type: none"> • Complete documents and reports correctly and accurately • Deliver work programmes in line with best practice and maintain reporting • Collect and monitor data entered into information systems to ensure it is complete and accurate • Apply inquiry, research and critical thinking to improve practice and services 	<ul style="list-style-type: none"> • Documents/reports are complete and accurate • Work delivered to timelines, within budget and reported on • Quality public health information systems • Innovative solutions implemented to strengthen practice/service delivery
<p>Communicable disease control</p> <ul style="list-style-type: none"> • Implement work plans, and participate in surveillance and monitoring for communicable disease control (CDC) • Mitigate public health risks arising at the borders (air/sea), and from the environment (food, water, vector) • Interact with stakeholders to coordinate a response and mobilise resources to mitigate public health threats • Use early warning mechanisms to track the spread of disease globally, regionally and nationally • Participate in emergency response and disaster risk management planning 	<ul style="list-style-type: none"> • Work plans implemented effectively in line with ongoing surveillance • Public health risks are mitigated effectively and efficiently • Strong relationships with stakeholders established • Robust surveillance systems support quality early warning mechanisms • Emergency response and disaster risk management plans implemented effectively
<p>Environmental Health</p> <ul style="list-style-type: none"> • Advocate for policies that create enabling environments (restrict access to alcohol/unhealthy foods) • Implement mitigation measures to environmental hazards (such as oil spills, asbestos, poison, air pollution) • Investigate environmental hazards/concerns and assess individual exposure to hazards • Collect data on environmental hazards and conduct research on related health effects 	<ul style="list-style-type: none"> • Enabling policies optimise public health outcomes • Timely and effective mitigation measures • Environmental hazards/concerns are investigated and resolved in a timely and professional manner • Innovative and appropriate solutions are developed
<p>Teamwork</p>	

<ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and contribute to positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance • Complete performance appraisals in a timely manner • Continuously improve work performance • Monitor performance and always keep Manager informed of work progress 	<ul style="list-style-type: none"> • Embrace Public Service and TMO values • Training contributes to improved performance • Division achieves its targets • Performance appraisals submitted on time • Always seeking and implementing better ways of doing work • Manager reports excellent performance
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Analyse and troubleshoot complex problems
2	Ensure evidence-based solutions are communicated to communities affected
3	Apply evidence-based research and critical thinking to improve practice and services

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Manager Clinicians, nurses, allied health, public health staff	Reporting, service delivery <i>(Relating-Medium)</i> Service delivery <i>(Relating-Medium)</i>	General Public Border/private agencies Government agencies Regional, International health organisations	Service delivery <i>(Interact/Serve)</i> Reporting, training, technical assistance <i>(Incidental)</i>

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • NCEA Level 2 or equivalent 	<ul style="list-style-type: none"> • Certificate in Public Health or equivalent

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> Minimum two years on the job training 	<ul style="list-style-type: none"> Over two years on the job training in health or equivalent

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Ability to implement evidence-based strategic and operational plans Ability to use a range of technical equipment in service area
Advanced	<ul style="list-style-type: none"> Ability to understand health policies and government legislation e.g. Health Act, Public Health Act etc. Excellent written and spoken Cook Islands Maori and English Excellent people, interpersonal and communication (written/verbal) skills Ability to complete written/verbal reports to a high degree of accuracy Excellent use of computers, software (Microsoft Office) and health information systems Ability to understand instructions incorporating important but sometimes complex technical terms
Working	<ul style="list-style-type: none"> Ability to articulate TMO's vision and values through service delivery Keep up to date with evidence and trends in healthcare service delivery Ability to understand how senior staff negotiate with others to obtain resources for health services Ability to consult with colleagues to obtain or pass on critical information or to clarify instructions Ability to problem solve on-the-job as health protection programmes progress and difficulties are encountered Ability to empathise with clients when they display emotional distress
Awareness	<ul style="list-style-type: none"> National strategic plans and policies and relation to health Role of media and risks of misinformation misleading the public

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date