

Support Staff Job Title	Wellness Centre Co-ordinator
Responsible to	Deputy Principal in Charge of Wellness Centre
Functional Relationships	<ul style="list-style-type: none"> • Wellness Centre Outside Providers • Social Worker / Guidance • Principal, Deputy Principal, Executive Officer, Deans, Teachers, Students
	<ul style="list-style-type: none"> • To promote and support the total wellbeing of the Rotorua Girls' High School Students • To inform, educate, advocate and support students in issues of their choice, both within the school and community. • To ensure that professionalism and confidentiality is upheld at all times
Hours of Work	<ul style="list-style-type: none"> • 0900 hours to 1500 hours • 27.5 hours per week, term time only • Remuneration: Associate Scale, Grade C
Responsibility	<ul style="list-style-type: none"> • Responsible for safety of students in sickbay • Responsible for 1st aid of students in Medical Emergency until emergency services/school management arrive
Co-ordination	<ul style="list-style-type: none"> • Coordinating and recording appointments for Doctors, Counsellors, Physiotherapist, Public Health, Parents, Students and other outside providers. • Co-ordination of emergency procedure in Wellness Centre • Co-ordination and responsibility of First Aid kits
Communication	<ul style="list-style-type: none"> • Liaise with management staff where necessary • Liaise with parents/caregivers of students accessing sick-bay • Liaise with outside providers where necessary • Liaise with deans/whanau teachers where necessary • Liaise with counsellor/attendance liaison person where necessary • Liaise with DP of Wellness regarding Newsletter information • Liaise with students and provide current and accurate information and education where necessary • Liaise with Rotorua Area primary Health Service regarding Health Funding Authority requirements • Liaise with Ministry of Health and Public Health for information and to stay up-to-date with local community issues • Liaise with Health and Safety Committee Members and Principal(PCBU) in the case of Serious Harm. Fill out correct documentation for PCBU to notify Workplace Health and Safety.
Data Collection	<ul style="list-style-type: none"> • Collection and collation of statistics for all people providing a service within the Wellness Centre on a daily/weekly/term/ annual basis • General Medical Scheme for medical personnel for DHB on Computer • ACC returns Computerised • Input data for Statistical Reports for Rotovegas Youth Health • Provide statistics when necessary for Principal/Board of Trustees with regard to Student Visits to centre and Workplace Health and Safety

Financial	<ul style="list-style-type: none"> • Responsible for ordering of supplies for Wellness Centre using order book • Responsible for use of supplies within budget constraints • Responsible for attention to budget on an annual basis with liaison with DP of Wellness
Equipment/ Resources	<ul style="list-style-type: none"> • Responsible for replenishing changing and cleaning linen on a daily/weekly basis • Co-ordination of cleaning and supplies • Responsible for sanitation, sterilisation and cleanliness of instruments and equipment in sickbay and consultation rooms • Responsible for handling of sharps bin and collection when full • Responsible for inventory and updating of equipment and supplies in Wellness Centre • Responsible for the inventory and upkeep of Consultation room medication cupboard • Responsible for updating and ordering of pamphlets and brochures for use in Wellness Centre and curriculum based subjects
Promotion	<ul style="list-style-type: none"> • To assist in the promoting and supporting the total wellbeing of the students • This can be done by actively attending meetings with Outside Providers around Adolescent Health • Assisting with Resources for Health Education within the school • Noting trends and following up on these • Attend RGHS Health and Safety Meetings
Advocacy	<ul style="list-style-type: none"> • Advocating where necessary for the students in a professional manner andwith professional judgement • Advocate on behalf of the students in issues relating to Adolescent Health and Welfare
Confidentiality	<ul style="list-style-type: none"> • Responsible for the safety and confidentiality of students medical files andcorrespondence • At all times professional confidentiality is necessary • Work within the Privacy Act at all times
Professional Development and Registration	<ul style="list-style-type: none"> • Provide Current Practicing Certificate from Nursing Council of New Zealand • Maintain and engage in ongoing Professional Development as required by Nursing Council of NZ • Maintain membership of NZ Nurses Organisation • Under Memorandum of Understanding with Lakes DHB attend Rotorua School nurses meetings • Maintain portfolio requirements under Memorandum of Understanding
<p>Signature: _____ Date _____</p>	