



JOB DESCRIPTION

Registered Health Clinician – Nurse, Social Worker, OT, Counsellor

He Tupua Waiora (Maternal and Infant Mental Health Services)

Position Title:	Registered Health Clinician – Nurse, OT, Social Worker, Counsellor
Organisation Unit:	Maternal & Infant Mental Health Service
Location:	Whangarei, Northland District Health Board
Responsible to:	Manager, Te Roopu Kimiora Child & Adolescent Mental Health and AOD Service, Northland District Health Board
Primary Functions of the Position:	<ol style="list-style-type: none">1. To work within a multi disciplinary mental health team with a commitment to the discipline nursing utilising accepted and contemporary professional practice associated with the area Maternal and Infant Mental Health.2. In conjunction with the Maternal and Infant Mental Health Team, co-ordinate care to meet identified needs of referred pregnant women up to one year postpartum or primary caregivers and infants.3. Provide families presenting to the Maternal and Infant Mental Health Service with integrated assessment and treatment, taking account of psychosocial issues relevant to the development and well being of mothers/caregivers and infants within the context of family/whanau.4. Liaise with maternal services, adult mental health services, child development services, community agencies, general practitioners and other primary health and government services.5. Participate as an effective team member in the development and functioning of the Maternal and Infant Mental Health Service of Northland Health, with a commitment to bi cultural health delivery, ongoing education, and innovative practice.



Functional Relationships

The Community Mental Health Nurse will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Team Members • Child Health, and Community Mental Health and A&D Services • Maternal Health Services • Professional Discipline and peers • Other allied health professionals • Clinical Director, Mental Health and A&D Services • Group Service Manager, Mental Health and A&D Services. 	<ul style="list-style-type: none"> • Lead Maternity Carers • Plunket • Family Start • Iwi Providers • CYFS • Early Child Care Providers • PHO services • Community agencies

Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation



The position of Registered Health Clinician (CMHN, SW, Counsellor) encompasses the following major functions or key result areas:

- **Te Tiriti o Waitangi**
- **In conjunction with colleagues and families facilitate access to comprehensive and developmentally appropriate bio- psychosocial assessment mothers, infants and families**
- **Ensure that knowledge and skills development is ongoing and up to date with current trends, best practice principles and aligned with the National Mental Health Standards**
- **Management and Functioning of the Maternal and Infant Mental Health Service.**
- **To provide a quality consumer focused service in partnership with consumers, whanau, hapu and iwi, based on the best practice principles**
- **Quality of Service**
- **Health and Safety**
- **Privacy and Confidentially**

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
<p><i>Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
<p><i>In conjunction with colleagues and families facilitate access to comprehensive and developmentally appropriate bio- psychosocial assessment for mothers, infants and families.</i></p>	<ul style="list-style-type: none"> • Define characteristics of perinatal/infant mental health care access for mothers, infants and family, in association with all aspects of professional role. • In conjunction with the team, help provide the co-ordination needed to redirect mothers, infants and family if inappropriately referred, or facilitate assessment if indicated. • Collect and document information consistently and systematically, defining confidentiality from the outset and maintaining a safe pathway of care for mothers, infants and family throughout their contact with the Maternal and Infant Mental Health Service. • Liaise and consult with other team members and persons identified as having functional roles, thereby facilitating a safe pathway of care for referred mothers, infants and family. • Ensure that assessment and treatment occurs in a timely and responsible manner and that all clinical documentation is completed to the required standards.



Key Responsibility Area	Expected Outcomes
<p><i>Ensure that knowledge and skills development is ongoing and up to date with current trends, best practice principles and aligned with the National Mental Health Standards.</i></p>	<ul style="list-style-type: none"> • Develop and maintain personal professional practices that comply with standards, legislative requirements, policies and guidelines of Northland Health. • Engage in regular clinical supervision, both team and individual. • Participate in Performance Appraisal process. • Update skills and knowledge base constantly, in-conjunction with the team and with associated individuals, by becoming familiar with research, perinatal and infant mental health practice and other established models of care. • Schedule time to update knowledge • Establish links and networks to provide a comprehensive and integrated range of services to meet the needs of mothers, infants and families. • Participate in In-service training.
<p><i>Management and Functioning of the Maternal & Infant Mental Health Service</i></p>	<ul style="list-style-type: none"> • Work in conjunction with NDHB and with those organizations/people identified as having key functional roles with the Maternal and Infant Mental Health Service. • Attend and participate in team meetings, community meetings, and NDHB forums in order to facilitate development of the service. • Attend and contribute to meetings for Quality of Service, Occupational Safety and Health, In-service education and organizational training days as directed by Team Manager. • Ensure that all concerns, complaints and issues are brought to the attention of the Team Manager/Clinical Head. • Carry out any other duties that may arise from time to time as determined by the management of the Mental Health and A&D Service.
<p><i>To provide a quality consumer focused service in partnership with consumers, whanau, hapu and iwi, based on the best practice principles.</i></p>	<ul style="list-style-type: none"> • Develop linkages with consumer groups and networks. • Regularly liaise with consumers, whanau, hapu and iwi. • Seek feedback and consumer participation in service planning and development. • Ensure consumer rights are observed in accordance with the Health and Disability Commission Code of Rights.



Key Responsibility Area	Expected Outcomes
<i>Quality of Service</i>	<ul style="list-style-type: none"> • Provide statistical information for the monthly and annual report • Ensure all documentation and processes are clear and meet legislative, Northland Health and Ministry of Health requirements. • Complete incident Reports appropriately to ensure that safety issues are highlighted. • Contribute to Quality Continuum Plan, maintain quality systems and participate in at least one quality project annually.
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> – Practicing and observing safe work methods; – The use of safety equipment; – Reporting unsafe conditions or equipment; and – Reporting and documenting all accidents or incidents
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.



Person Specification

Education and Qualifications

Essential

- Recognized nursing qualification and registration with Nursing Council of NZ or registration with a professional body.
- Computer literacy skills e.g. Microsoft office programs.
- Demonstrated accuracy in word processing.
- Holds a current full and clean, valid drivers' license (Motor car)

Desirable

- Postgraduate Qualifications or evidence of substantial progress, in Child and Adolescent Mental Health.
- Postgraduate Qualifications, or evidence of substantial progress, in Alcohol and Drug related studies
- Understanding of working in a multi-disciplinary team.
- Previous experience within a Mental Health setting.

Experience

Essential

- A working knowledge and at least two year's experience of professional practice in the area of Mental Health/Psychiatry, preferable Child and Youth Mental health.
- Experience working in multi-disciplinary Mental Health Team, preferably in a community setting
- Experience in the assessment and treatment of Youth with co-existing mental health and dependency problems.
- Experience working with Maori Whanau and groups.

Desirable

Experience working in Maternal or Perinatal Mental Health.

Awareness and Understanding of

Essential

- Te Tiriti o Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Mental Health Act (1992)
- Health and Safety at Work Act 2015

Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards



Skills & Personal Attributes

Skills

- Use of effective stress management techniques and a commitment to personal well being.
- Good time management
- A commitment to effective role modelling for mothers and families, including promoting a smoke free environment and encouraging alternatives to other health risk behaviours.
- Ability to sit at a desk for long periods with associated mental concentration and repetitive activities that accompany administrative tasks - A high degree of mental concentration is required.
- A high degree of physical capacity is required as the work can be physically demanding, involving standing, and walking, sitting and driving long distances.
- Hearing and speech sufficient to communicate clearly with tangata whai ora, colleagues, monitor tangata whai ora status and equipment, recognize impending emergencies relating to tangata whai ora
- A willingness to accept responsibility for a varied caseload of clients.
- A commitment to working in a culturally safe manner and maintaining proper ethical standards.
- Willing to contribute / receive supervision of clinical and cultural work.
- Excellent verbal and written communication skills and the ability to communicate with a wide range of people in a manner that promotes a positive image of the service provided.
- Group facilitation skills
- Conflict resolution skills
- Awareness of professional boundaries and ethics
- Team working skills

Personal Attributes

- Good sense of humor.
- Ability to think creatively.
- Willingness to learn and develop.
- Honesty, integrity and empathy.



Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: Registered Health Clinician

Signature of employee:

Date: