

# JOB DESCRIPTION

## *Registered Clinician – Child and Youth Community Mental Health & Addictions Alcohol & Drug Counsellor/ Services*

<b>Position Title:</b>	Registered Clinician / Counsellor Child and Youth Services
<b>Organisation Unit:</b>	Mid North Mental Health & Addictions Service
<b>Location:</b>	Kaikohe or Kerikeri Mental Health Service offices, Northland District Health Board
<b>Responsible to:</b>	Team Manager Mid North Mental Health & Addictions Service, Service Manager Mid & Far North Mental Health & Addictions Service, Northland District Health Board
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>• To provide a referral, assessment, counselling and duty intervention service within the Mental Health &amp; Addictions Service</li> <li>• To participate as a team member of the multi-disciplinary team.</li> </ul>

## *Functional Relationships*

The Counsellor / Registered Clinician will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Members of the multidisciplinary team Advocacy Groups</li> <li>• Members of the General Hospital</li> <li>• Medical Officers, General Practitioners and Pharmacists</li> <li>• Mental Health Teams</li> <li>• Other Health Professionals/Health Providers</li> <li>• Statutory Government Agencies</li> <li>• Advocacy Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer/Community Agencies</li> <li>• Maori Health Providers/Iwi Organisations</li> <li>• Whanau Hapu and Iwi</li> <li>• PHO</li> <li>• Correctional services</li> </ul>



## 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
<b>Tāngata i te tuatahi</b> 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
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> 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
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Counsellor / Registered Clinician encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Client focused practice
- Communication & Team work
- Professional Development
- Relationship building
- Quality Improvements
- Health and Safety
- Privacy & Confidentiality

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

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>

Key Responsibility Area	Expected Outcomes
<p><i>In collaboration with the multi-disciplinary team, contributes to client treatment planning and carries out treatment, counseling, group programmes and other related activities with clients and their whanau suffering with Mental Health &amp; Addiction problems.</i></p>	<ul style="list-style-type: none"> <li>• Carries a caseload as designated by the Manager according, attends referral and case management meetings and has responsibility for administrating the treatment plan.</li> <li>• Provides assessment, counselling and support to clients and their whanau</li> <li>• Ensures treatment options are implemented and discussed with clients and the treatment team with a focus on consistency of care.</li> <li>• Provides case management and monitoring of clients on the methadone programme.</li> <li>• Maintain clear, accurate written records of treatment with clients, their progress and document any multi-disciplinary treatment plan, (including assessment, treatment plan and review).</li> <li>• Utilise and work with other agencies, volunteer groups, iwi and other Health Professionals as necessary while maintaining clinical responsibilities as stated in the treatment plan.</li> <li>• Provides urgent and crisis support to the clients on carried caseload within working hours.</li> <li>• Provides information for clients and whanau on the nature of the problem and implications for treatments.</li> <li>• Participates in duty service for clients as rostered/required.</li> <li>• Works alongside the team psychologist to provide appropriate interventions</li> </ul>
<p><i>Participate in group programmes, and provide support for post treatment programmes.</i></p>	<ul style="list-style-type: none"> <li>• Participate in the facilitation of group programmes</li> <li>• Ensure treatment options are implemented and discussed with the client and the treatment team with a focus on consistency of care.</li> </ul>
<p><i>In conjunction with other staff in the service and the Community, develop programmes appropriate to our service delivery model</i></p>	<ul style="list-style-type: none"> <li>• Participation in education programmes for clients and whanau, the wider community and in-service programmes as negotiated with Team Leader and/or Clinical Co-ordinator.</li> <li>• Provide information and advice to clients and their whanau regarding the relevant support groups and services available in the community and where appropriate, to facilitate links between the client and such groups.</li> <li>• Regular liaison with relevant statutory, voluntary agencies and community groups.</li> </ul>
<p><i>In consultation with the Manager, knowledge and skills development is ongoing and up to date with current trends.</i></p>	<ul style="list-style-type: none"> <li>• Develop and maintain personal professional practice in accordance with Service Vision, Guiding Principles and objectives.</li> <li>• Clinical supervision is undertaken on a regular basis, both peer and individual supervision in accordance with Mental Health Service protocol on supervision.</li> <li>• Formal appraisal will take place not less frequently than annually.</li> <li>• Attends training relevant to the position as required by the Clinical Co-ordinator and/or Team Manager.</li> </ul>



Key Responsibility Area	Expected Outcomes
<i>Contribute to the successful management of the Mental Health and Addiction.</i>	<ul style="list-style-type: none"> <li>• Develop and deliver culturally/ethically/professionally appropriate alcohol and drug services following guidelines/policies issued by Northland Health.</li> <li>• Attend and contribute to multi-disciplinary team meetings.</li> <li>• Provide cover for annual leave/sickness for team members as deemed appropriate by the Manager.</li> <li>• To carry out other duties relevant to the position as may be required by the Manager</li> </ul>
<i>Demonstrate commitment to bicultural development.</i>	<ul style="list-style-type: none"> <li>• Work in partnership with Iwi, Hapu and Whanau.</li> <li>• Seek advice from Maori health workers, Maori Directorate, Cultural Supervisor, and/or Kaumatua as appropriate.</li> <li>• Have working understanding of Treaty of Waitangi and its relevance to Mental Health</li> </ul>
<i>Quality Assurance</i>	<ul style="list-style-type: none"> <li>• Provide information for monitoring the service as required and participate in Quality activities within Mental Health and Addiction Services</li> </ul>
<i>Health &amp; Safety</i>	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>– Practicing and observing safe work methods;</li> <li>– The use of safety equipment;</li> <li>– Reporting unsafe conditions or equipment; and</li> <li>– Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### **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

- Qualification(s) and/or training in counselling and facilitation skills in individual, group and whanau situations.
- A current full, clean drivers licence and able to travel throughout Northland as required.
- A recognised qualification in Counselling, Social Work, Nursing, Social Sciences or related fields.
- CBT qualification or working towards one

#### Desirable

- Postgraduate qualifications in Dual Diagnosis, Opioid treatments, or other relevant courses.
- Training or experience in Maori Cultural Models of practice e.g. Te Wero Me Te Aranga or similar courses.
- Evidence or substantial progress toward obtaining any of the above.
- Demonstrate an understanding of Tikanga Maori and Te Reo Maori
- Bachelor level qualification which makes them eligible for DAPPNZ full registration.

### Experience

#### Essential

- Experience in Substance Abuse Treatment including an understanding of the needs of individuals and whanau facing such problems.
- Commitment and ability to work bi-culturally.
- Facilitating programmes
- Recent or current facilitation in brief intervention and peer support groups
- Evidence have worked in CBT model

#### Desirable

- Experience in assisting individuals experiencing dependency problems to progress through the detoxification and subsequent processes.
- Experience working in a multi-disciplinary setting including iwi groups.
- Experience working with Maori whanau and groups.
- Working with offender population.
- Working with clients experiencing co-existing disorders.

### 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)
- Health and Safety at Work Act 2015
- Understands ones own Personal and Professional Boundaries
- National Mental Health Standards
- Mental Health Act
- Recovery Competencies

#### Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards
- Knowledge of Te Reo Maori me ona Tikanga



## Skills & Personal Attributes

### Skills

- The ability to work with a wide variety of clients including those from various cultural/ethnic backgrounds.
- The ability to maintain harmonious working relationships with staff within the service
- An understanding of the principles of partnership and a commitment to the articles in the Treaty of Waitangi.
- In the case of persons who have recovered from personal alcohol or other drug abuse, two years continuous and uninterrupted sobriety is required.
- Demonstrated commitment to empowering people to achieve their best possible health.
- The ability to link in with whanau, Hapu and Iwi networks.
- Commitment to Tinorangatiratanga O Te Hauora Maori.
- Excellent written and verbal communication skills
- Basic computer skills.

### Personal Attributes

- To have knowledge of the protocol of Te Taitokerau Tikanga.
- Understanding of the dynamics of whanaungatanga.
- The ability to respond appropriately to a wide range of client needs.
- The ability to recognise ones own limitations and to take the appropriate remedial action where these limits are in danger of being exceeded.
- Understanding of the health system.
- Sound knowledge of Maoritanga.

## 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:**

**Signature of employee:**

**Date:**

