

# Position Description

## Mental Health/Alcohol and Other Drugs Clinician / Kaiwhakamahereroa Waranga

**Reports to** Clinical Manager

**Service/Team** Residential Services

### About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We do this in partnership with tāngata whai ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest, to feel hopeful about their future and to have meaningful relationships with friends and whānau.

### Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia

Tuia te muka tangata ki te pou tokomanawa

Ka tū mana motuhake; Ka noho herekore i ngā waranga me ngā wero nui o te ao

**People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.**

### Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare haumarū, he whare tūmanako hoki e tīni ai te tangata, he wāhi whakaaroaro, he wāhi ako, he wāhi tūhono anō hoki, mei kore e puta tātou ki te wheiao, ki te ao mārama.

**We create hopeful and safe spaces for change with opportunities to reflect, learn and connect so that people can move towards a brighter future.**

## Position Purpose

- To provide assessment and treatment to (in partnership with) clients/tangata whaiora including family/whanau, whose lives are affected by alcohol and other drug use, dependency and co existing disorders. To provide comprehensive clinical assistance based on best practice, that is effective, of high quality and meets the needs of clients/tangata whaiora/rangatahi and the residential service.

## Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Provide assessment, treatment and management of clients/tangata whaiora to achieve effective client outcomes and client satisfaction</li> <li>Facilitate consultation and liaison with clients/tangata whaiora and their family/whanau</li> <li>Participates in the education and follow-up of the clients/tangata whaiora and family/ whanau and relevant others regarding treatment plans</li> <li>Participate fully in multidisciplinary team meetings and integrated treatment planning</li> <li>Undertake clinical and non-clinical tasks within own scope of practice as directed by the Clinical Manager as appropriate</li> <li>Role model best clinical practice when undertaking individual and group clinical work with clients.</li> <li>Is aware of when and how to seek assistance if tasks are outside scope of practice or knowledge level.</li> <li>Facilitate groups and supervises support workers within this setting if they are co-facilitating.</li> <li>Ensure that all treatment documentation meets the criteria set by the organisation</li> <li>Ensure that clinical practice follows organisational policies, procedures and systems and adheres to all clinical protocols.</li> <li>Liaise and maintain functional professional relationships with internal and external stakeholders in relation to treatment delivered.</li> <li>Administer of medication as required to clients/whai ora</li> <li>Write client/whai ora clinical case notes and reviews, and input into the Odyssey client database (HCC).</li> </ul>	<ul style="list-style-type: none"> <li>Clinical treatment produces positive outcomes for clients/tangata whaiora which are in line with treatment goals</li> <li>Clients/tangata whaiora and family/whanau express satisfaction</li> <li>Clients/tangata whaiora and family/whanau express satisfaction with participation in education and level of follow up as per treatment plan</li> <li>Senior staff express satisfaction with level of involvement</li> <li>Senior staff express satisfaction with level of cooperation and collaboration</li> <li>Work undertaken demonstrates best clinical practice; senior staff expressing satisfaction</li> <li>Senior staff express satisfaction with the level of autonomy demonstrated</li> <li>Facilitates groups with support workers and clients/tangata whaiora express satisfaction with groups</li> <li>Treatment documentation complies with organisational policy and procedure and meets required audit standards</li> <li>Demonstrates an ability to follow organisations policies, procedures and systems</li> <li>Internal and external stakeholders' express satisfaction in relationships.</li> <li>Medication training is undertaken; competence is shown in medication allocation; meets all procedural guidelines in line with documented nursing &amp; medication plans</li> <li>HCC information is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements; HCC case reviews are kept up to date</li> </ul>

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> <li>Ensure the effective and timely assessment and management of risk in consultation as required with senior staff, on-call or and external liaison.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Identify and act on any potential risks to self or others, including client/whai ora, whānau and other employees.</li> <li>Be familiar with and abide by the organisation’s health and safety policies and reporting procedures, ensuring others do the same as required.</li> <li>Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these.</li> </ul> <p><b>Treaty of Waitangi</b></p> <ul style="list-style-type: none"> <li>Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Be proactive in own professional development.</li> <li>Attend relevant organisational training as required.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Attend and contribute actively to team meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Clinical practice follows organisation policies, procedures and systems in regard to risk assessment &amp; management. Risk forms are timely and up-to-date in HCC</li> </ul> <ul style="list-style-type: none"> <li>Risks (including Health and Safety, compliance and maintenance) are identified and reported</li> <li>Plans are put in place to resolve and/or mitigate potential problems as required</li> <li>Issues are escalated to relevant manager as required</li> <li>Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant</li> <li>Follows correct protocols when using safety equipment</li> <li>Workplace hazards are identified and plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority</li> </ul> <p>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role</p> <ul style="list-style-type: none"> <li>Has an individual development plan which is implemented</li> <li>Attends organisational training required for role</li> </ul> <ul style="list-style-type: none"> <li>Regular attendance at team meetings and makes useful contributions</li> </ul>

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> <li>Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role.</li> </ul>	<ul style="list-style-type: none"> <li>Work is undertaken and completed. Commitment and flexibility is demonstrated.</li> </ul>

### Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>Clinical Manager</li> <li>Support Workers</li> <li>Advanced Practitioner</li> <li>Registered Nurse</li> <li>Other Odyssey staff</li> </ul>	<ul style="list-style-type: none"> <li>Clients/tangata whaiora</li> <li>Family/whānau of clients/tangata whaiora</li> <li>Staff from external organisations</li> <li>Staff from Medical and Dental Agencies</li> <li>Other medical /health professionals</li> </ul>

### Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> <li>Proven skills and experience in supporting clients/tangata whaiora and their family/whānau</li> <li>Level 7 qualification (degree level) in a relevant area (or working towards) e.g. Bachelors in AOD, Health Science, Nursing, Psychology</li> <li>Knowledge and interest in the philosophy of the organisation and its therapeutic models of care</li> <li>Commitment to achieving and maintaining high quality standards</li> <li>Experience of working in the social services, addictions and/or mental health sectors</li> <li>Experience and expertise in using Microsoft suite applications</li> <li>High regard for confidentiality and security, including client information</li> <li>Understanding of and interest in Odyssey's work</li> <li>Understanding of the Treaty of Waitangi and how it applies to own professional practice</li> <li>Knowledge of Te Reo and/or Tikanga Maori is desirable</li> </ul>

### Skills and Abilities

- Ability to inspire and motivate clients/tangata whaiora and their family/whanau
- Client focused
- Demonstrated confidence in people and their abilities
- Strong interpersonal skills
- Ability to establish and maintain effective relationships with a range of stakeholders
- Ability to work as an effective team member of a multi-disciplinary team
- Ability to work under pressure, complete work on time and to a high standard
- Ability prioritise and work with limited supervision
- Ability to take initiative and adapt to changing circumstances
- Demonstrated cultural sensitivity and rainbow diversity awareness
- Willingness to consider other viewpoints/ sources of information and adjust decisions as appropriate
- Positive attitude and self-motivated
- Ability to show discretion and tact
- Ability to deal with conflict and defuse challenging situations
- Fluency in English and strong communication skills
- Good IT/word-processing skills
- Ability to acknowledge own limitations and be proactive on own self-development

### Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

<b>Whakawhirinaki   Trust</b>	Reliable and shows great integrity.
<b>Pono   Honesty</b>	Transparency and openness underpins all actions.
<b>Haepapa   Responsibility</b>	Achieves and surpasses goals.
<b>Matapopōre   Concern</b>	Empathic and interested in the wellbeing of others.
<b>Aroha   Love</b>	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with tāngata whai ora and whānau.

## 'Let's Get Real' Skills

Skill	Description	Competency Level - Essential
<b>Working with people experiencing mental health and addictions</b>	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> <li>• Greets and welcomes people accessing services and their whānau appropriately, providing age and/or culturally appropriate, relevant &amp; specific information.</li> <li>• Works in partnership with people accessing services and is mindful of the impact of power differentials.</li> <li>• Demonstrates understanding and respect of diversity and cultural awareness through appropriate use of language and culturally specific resources, particularly for Māori whai ora and whanau.</li> <li>• Recognises people accessing services may be fearful or apprehensive and works to establish a safe and trusting connection and a comfortable physical environment.</li> </ul>
<b>Working with Māori</b>	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> <li>• Greets Māori people using te reo Māori greetings.</li> <li>• Respects and uses te reo Māori correctly &amp; when appropriate.</li> <li>• Respects Māori tikanga and spiritual practices, the importance of identity and the concepts of whakawhanaunga, manaaki, tino rangatiratanga and mana Motuhake.</li> <li>• Asks whai ora and whānau what they need and provides information in English and Māori.</li> <li>• Understands the importance of whakapapa and different roles within whanau.</li> <li>• Supports Māori whai ora to identify and involve people who are important to them.</li> </ul>
<b>Working with whānau</b>	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> <li>• Demonstrates understanding that in many cultures, a person's identity is embedded and connected to whānau rather than their individual selves.</li> <li>• Welcomes, establishes positive rapport and shares relevant information with whanau.</li> <li>• Sensitively asks about support needs related to being a parent as appropriate to role.</li> </ul>
<b>Working within communities</b>	Recognises that people and whānau who experience mental	<ul style="list-style-type: none"> <li>• Understands 'community' in the broadest sense and that the concept of community is dynamic and evolving.</li> </ul>

	health and addictions needs, are part of communities	<ul style="list-style-type: none"> <li>• Recognises that Māori whai ora may be supported within and contribute to wider social networks e.g. hapu, iwi.</li> <li>• Demonstrates understanding of the importance of social inclusion and community connections, has knowledge of the communities people accessing services identify with, and supports them to connect with and participate in communities of their choice.</li> <li>• Has a basic understanding of mental health promotion, addiction harm reduction, suicide prevention and postvention principles.</li> </ul>
<b>Challenging discrimination</b>	Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the prevalence, impact and challenges of discrimination on people who have mental health or addiction needs, whanau services and communities.</li> <li>• Works to develop awareness and challenges own beliefs that may lead to discriminatory behaviour.</li> </ul>
<b>Applying law, policy and standards</b>	Implements legislation, regulations, standards, codes and policies relevant to their role	<ul style="list-style-type: none"> <li>• Respects the relationship between government and tāngata whenua and upholds the principles of the Te Tiriti o Waitangi.</li> <li>• Understand and adheres to legislation, regulations, standards, codes and policies appropriate to the role.</li> <li>• Upholds the principles set out in the UN Convention of the Rights of the Person, including the right to autonomy, self-determination, to be free from coercion and to be treated in a non-discriminatory way.</li> <li>• Provides information to people about their rights and in a way that supports them to understand.</li> <li>• Ensures people know about relevant feedback and complaints processes.</li> <li>• Maintains and stores records in accordance with legal and professional standards.</li> </ul>
<b>Maintaining professional &amp; personal development</b>	Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service	<ul style="list-style-type: none"> <li>• Reflects on own work and practices to identify strengths and areas for further development.</li> <li>• Seeks and takes learning opportunities to achieve professional development goals</li> <li>• Looks after own wellbeing and contributes to a safe and healthy workplace.</li> <li>• Communicates effectively with a diverse range of people.</li> </ul>

		<ul style="list-style-type: none"><li>• Engages with colleagues to give and receive constructive feedback.</li><li>• Works effectively in a team and understand team roles, different working styles and skill levels to contribute to the success of the team.</li></ul>
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