**Job Title: Te Kaiarataki Hauora/ Clinical Leader – Mahea**

**Department: Operations**

**Responsible to: Portfolio Manager – Mental Health and Addiction**

**Purpose Statement:** The role of Te Kaiarataki Hauora/Clinical Leader will be to lead a multi-disciplinary team to deliver holistic care to tamariki and rangatahi ages 12-24 years who are in need of metal health and addiction services.

The Kaiarataki Hauora/Clinical Leader is responsible for providing clinical oversight and guidance to the team as well as the responsibility to triage referrals accessing the services, conduct initial and risk assessments, providing clinical support and interventions, and connection to Secondary Mental Health and Addiction services for appropriate intervention.

The Kaiarataki Hauora/Clinical Leader ensures the team delivers a safe, efficient, effective and quality tamariki/rangatahi service which is responsive to the needs of whai ora and his/her whanau to achieve positive outcomes.

**Mission: *Mauri ora ki te Mana Māori***

Realising Whānau Potential

**Values: Whanaungatanga:** We are customer driven / whānau led and actively foster and form positive relationships, partnerships, alliances and connections

**Kotahitanga:** We are kaupapa driven and work with each other and others to enhance whānau potential

**Kaitiakitanga:** We exhibit custodianship and are stewards of our resources to advance the kaupapa

**Whakamana:** We are outcome focused and recognise, respect and uphold mana

**Relationships: Internal –** TToH – Oranga Hinengaro and Te Poutama Tautoko AoD Team, Social Services, Clinical and Team Managers.

**External –** Whatever It Takes Trust (WIT), Kahungunu Executive, Emerge Aotearoa, General Practices, Oranga Tamariki, Oranga Rangatahi, Secondary Mental Health and Addiction services, Community Adolescent and Family Service (CAFs), Justice and Corrections, Maori Providers, Awhina, Birthright, Family Works, Directions, Schools/Kura, Education and Training Providers, and Other Health, Mental Health and Social Service Providers, Ministry of Social Development, Housing, NZ Police and District Courts, Forensic Mental Health, Te Wahanga Hauora Maori (Hastings Hospital).

**VCA Role:** Core Children’s Worker

**Structure:** Refer to Structure Chart

**Key GENERAL Accountabilities**

***Kaupapa Te Taiwhenua o Heretaunga***

* Contribute to the delivery of effective, integrated, whānau-led services as part of a team and individually
* Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa and doing what it takes to advance the kaupapa.
* Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
* Understand and promote all aspects of the TToH Kaupapa
* Integrate TToH nga Uaratanga (core values) into daily practices
* Adhere to and apply TToH values in all aspects of TToH’s work
* Participate in TToH kaupapa activities, including karakia, waiata and marae noho
* Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
* Participate in TToH systems including the Management Operating System (MOS) and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
* Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
* Participate in regular peer supervision and/or professional supervision
* Work in a reflective manner and take opportunities for self-development

***Whānau Ora Practice***

* Develop understanding of the communities that TToH works with
* Be responsive to whānau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
* Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
* Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence.
* Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
* Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
* Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

***Health and Safety***

* Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures
* Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times
* Comply with established health and safety policies and current NZ legislation
* Ensure adequate safety standards are maintained on the job through consultation, training and supervision
* Report all incidents/accidents and near misses in a timely fashion

***Team***

* Be a resource to the team. Work collaboratively, taking responsibility to maintain positive relationships with peers and team members; contribute and share knowledge, skills, abilities to achieve organisation and whānau goals
* Initiate and nurture effective working relationships with team members, experts and networks
* Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
* Carry out assigned duties as directed by manager, remaining flexible and able to carry out different tasks or work in different teams as required
* Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whānau or colleagues
* Provide support and training to others as part of in-service training in areas of expertise

***Professional Development***

* Complete all orientation and mandatory training requirements as directed
* Attend Supervision on a regular basis as per supervision contract
* Use supervision sessions appropriately to maximise value
* Participate in approved research and evaluation activities and projects as negotiated via the manager
* Participate in education and/or training courses to ensure up to date knowledge in the fields of mental health, drug and alcohol disorders and treatments, and cultural competencies, as appropriate to the role
* Take responsibility for own professional development and incorporate new knowledge into your practice

***Professional Conduct***

* Ensure all Clinical Policies, Protocols, Standard Operating Procedures, Practice Guidelines and Practice Standards relevant to your work are upheld
* Establish and maintain effective networks and with peers in community services and other related agencies
* Carry out all services in a safe manner maintaining professional boundaries and working with clients in a way that preserves your wellbeing and an effective therapeutic relationship with the client
* Maintain awareness of self, monitoring own wellbeing and responses, and receiving feedback from peers, manager and supervisor in a reflective manner
* Declare and manage potential or actual conflicts of interest relating to client allocations
* Meet the requirements under the Health Practitioners Competence Assurance Act 2003
* Meet the requirements of your registered body e.g. DAPAANZ, NZAC, SWRB
* Respect the rights of whānau and their families and whānau under the Code of Health and Disability Services Consumers’ Rights

***Quality and Development***

* Participate with the team in continuous quality improvement processes
* Participate in internal and external audit processes as required
* Contribute to all service/contracted objectives, targets and outcomes
* Contribute and participate in the Clinical Governance process

***Other Duties***

* Carry out additional duties from time to time as requested by management
* The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment
* You may also be assigned to different work areas and teams to provide service cover and/or broaden your experience and enable priority work to be covered

**ROLE SPECIFIC Accountabilities**

***Clinical Service Delivery (Assess, Connect and Support)***

* The Kaiarataki Hauora/Clinical Lead will head the team and be responsible for assessment, triage, assignment, and monitoring of all new referrals. Contact is to be made within 24 hours of the referral being received.
* In collaboration with other clinical staff, the Mahea Kaiarataki Hauora triages the rangatahi/youth entered into the service following initial screening. In conversation with rangatahi/youth, the Kaiarataki Hauora uses their experience to draw out information to assess the level, urgency and type of mental health and addiction intervention required.
* Provide oversight for all referrals to secondary mental health and addiction services in the event that the rangatahi/youth does not meet the low to moderate criteria and requires secondary mental health input.
* Facilitate daily Mahea Team hui in order for the team to discuss new referrals, assign new referrals to members of the team, review case progress and provide case support, referral pathways and escalations to secondary mental health and addiction services.
* Provide clinical supervision, support and oversight of the Mahea service team and support the professional and skill development of the staff.
* Oversee the enrolment/intake and informed consent processes for new referrals. Encourage the participation of family/whānau with the process (with consent).
* In collaboration with other clinical staff, undertake evidence informed assessments for all new referrals such as PHQ 5 or PHQ 9 and other risk assessments.
* Work in collaboration with the assigned Kai Ringahora/Youth Peer Support Worker to undertake a holistic strength based assessment which will inform the Care/Goal Planning process.
* Develop individual care and treatment plans for whānau based on assessed needs and agreed interventions.
* Provide culturally responsive and respectful care and treatment to rangatahi/youth (and where appropriate, their whānau) communicating and engaging effectively, and approaching situations in a manner that is meaningful and relevant to whānau.
* Deliver evidenced informed therapeutic interventions such as (but not limited to); Talking Therapy and Cognitive Behavioural Therapy.
* Oversee the transition or exit of youth from the service and follow up with rangatahi/youth within 10 working days of exit to ‘check in’ to ensure they are self-managing and to ensure they are aware of how to access support if required in the future.
* Update databases/client management system and complete all documentation and administration relating to clients as required by the service.
* Document case notes and provide care in accordance with service protocols and clinical pathways – this includes providing oversight of other Mahea service team member’s documentation and ensuring all clinical file audit requirements are met.
* Collect and record statistical information as per organisational and unit requirements.
* Actively participate in the gathering of service user feedback to support service improvement.
* Provide duty clinical cover as required
* Develop and or strengthen relationships with other Community and Government Services as referral options for whanau
* Be familiar with and work to the programme service specifications as outlined in the Mahea Service Delivery Manual

**Person Specifications**

***Essential Qualifications***

* Holds a relevant qualification and is fully registered under the Health Practitioner Competence Assurance (HPCA) Act - (Registered Nurse, Psychologist or Psychotherapist) or;
* Is a fully registered Social Worker or;
* Is a fully registered Alcohol and Drug Practitioner and a member of the Addiction Practitioners Association Aotearoa-New Zealand (DAPAANZ)
* Hold a clean, current and valid Full Driver’s License
* Children’s Worker Safety Check (including Police Vetting) with no history that would require exemption

***Essential Skills, Knowledge and Experience***

* Willingness and a commitment to understanding the implications for Maori health that are implicit in the Treaty of Waitangi
* Understanding of Tikanga and Te Reo Maori
* Willingness to support and participate in the organisation’s commitment to biculturalism, multiculturalism and Rangatiratanga
* Knowledge and experience working with rangatahi/youth and/or in the mental health and addictions sector
* Sound knowledge and experience with providing clinical interventions to address mental health and addiction issues such as evidenced informed assessment and evidence informed therapies
* Experience with providing clinical supervision, oversight and coordination of support staff
* Able to relate to a wide range of people, motivate them and build their skills
* Ability to work both independently and as a member of a multidisciplinary team
* Able to develop strong relationships and communicate effectively with a wide range of stakeholders
* Excellent organisational and time management skills, with an ability to cope effectively with changing priorities and environment
* Excellent verbal and written communication skills
* Be conversant with the statutory requirements of the Vulnerable Children’s Act 2014, Privacy Act 2020 and the Health and Disability Service Standards
* Able to maintain professional boundaries and integrity
* Excellent skills with Microsoft Office packages
* A willingness to undertake professional development/training relevant to the position.

***Desirable Knowledge and Experience***

* Knowledge and understanding of the Whanau Ora model of care
* Knowledge and understanding of clinical governance
* Established relationships with other relevant health, mental health and social services
* Strong knowledge of Maori conceptual frameworks

***Personal Attributes***

* A passion to support youth to achieve their aspirations
* Reflective and critical thinker
* Non-judgemental
* Empathetic
* Excellent communicator with an ability to work through conflict resolution
* Self-motivated with the ability to inspire and motivate others
* A problem solver with a high level of initiative
* Committed
* Adaptable
* Strong work ethic