



TE ORANGA HINENGARO - MENTAL HEALTH AND ADDICTION SERVICES

JOB DESCRIPTION

POSITION TITLE: Co-Existing Problems (CEP) Clinician 1.0 FTE

RESPONSIBLE TO: Team Leader, Te Oranga Hinengaro -
Mental Health and Addiction Services

Our Vision

Kia tu pakari, kei tua o kapenga

Our Mission

Ngati Porou Hauora Charitable Trust services are responsive to the health needs of the people from Potikirua ki Te Toka a Taiau.

POSITION FOCUS

It is important for services to recognise that tangata whaiora with co-existing mental health and addiction problems may take longer to improve than others. Our aim is to reduce the harmful effects of co-existing problems in a non-judgemental and non-confrontational way. To provide a safe, high quality, culturally appropriate, kaupapa Maori service to tangata whaiora and their whanau within the Ngati Porou rohe - extending from Potaka to Anaura Bay.

This position exists to:

- ❖ Provide community based Mental Health and Addiction assessment and intervention services across a range of settings for tangata whaiora and their whanau with guidance, feedback and support. This includes initial assessments, risk management, brief intervention, talking therapy, education, facilitated groups, relapse prevention and identification of pathways of support for those with suspected substance abuse and other dependencies/addictions, supporting them to access the appropriate health services.
- ❖ Provide integrated Mental Health and Addiction services that recognise that tangata whaiora may be at different stages for different problems, moving forwards or backwards over time, that they may require support at the individual, group, whanau and social level as needed. To be able to work across the lifespan from our tamariki through to our pakeke.
- ❖ In addition to clinical support, a holistic focus that seeks to address a wide range of problems including housing, finances, coping skills, relationships and employment.
- ❖ Work collaboratively with Te Oranga Hinengaro Mental Health and Addiction Service colleagues to lead the development of appropriate quality clinical services for people diagnosed with addictions and co-existing disorders, their whanau and the community of Ngati Porou.
- ❖ Develop collaborative inter-community-agency networks, to identify local needs and support options available, to work together to support individuals, whanau and agencies to access our service in a timely way.
- ❖ Actively participate in the reinstatement of Maturanga Maori - this includes exercised commitment to whanau, hapu, iwi.
- ❖ To participate in:
 - Maintenance of key collaborative partnerships.
 - Kaupapa of active learning and embracing feedback.
 - A healthy and safe work environment.
- ❖ To understand social determinants on whānau, hapū and iwi Hauora, and to ensure your mahi actively works to address these.

KEY RELATIONSHIPS:

- ❖ Tangata whaiora and whanau (across the lifespan)
- ❖ Kaumatua and local Marae
- ❖ Community agencies and education providers
- ❖ Iwi and Hapu Social Services
- ❖ Ngati Porou Hauora service providers (e.g. GPs, Nurses, Kaiawhina, Specialists, Community Support Services)
- ❖ Hauora Tairawhiti services (e.g. Psychiatric Assessment and Triage Team, Psychiatric Ward, Mental Health and Addiction Services, Community Mental Health)
- ❖ Pinnacle Primary Mental Health
- ❖ Government Agencies (e.g. Police, WINZ, CYF, Housing, Probation)

DUTIES AND RESPONSIBILITIES:

Key Result Areas	Key Tasks	Performance Measures
<p><i>Counselling/Therapy</i> <i>Referral, Assessment, Formulation, Interventions and Discharge Planning</i></p>	<ul style="list-style-type: none"> ❖ All referrals will be screened to assess appropriateness of referral and level of urgency, responding as appropriate (First Response). ❖ Initial risk assessment using standardised tools, discuss and review risk level with colleagues and provide a risk management plan to tangata whaiora and whanau. ❖ Engagement is culturally appropriate ensuring that whakawhanaungatanga rapport is established. ❖ All first time referrals receive information on the service, and their rights and the complaints process. ❖ Ensure evidenced based practice standards are maintained. ❖ Ability to administer standardised assessments, interpret and implement appropriate interventions. ❖ Utilising a variety of approaches that align with tangata whaiora goals and therapeutic needs. ❖ Accepting of cultural diversity; openness to integrating tangata whaiora knowledge and values in the therapeutic relationship. ❖ Liaise between tangata whaiora, whanau and appropriate health professionals and service groups to ensure their goals are appropriate and effectively met. ❖ Ensures that the environment for tangata whaiora and whanau is safe, empathetic, therapeutic, private and comfortable at all times. 	<ul style="list-style-type: none"> ❖ All referrals are processed appropriately as per the First Response system. ❖ Participate in First Response/ duty work. ❖ All new clients to receive information on the service and are aware of who to contact. ❖ Completion of comprehensive risk assessments, formulation, treatment and discharge planning. ❖ Determine appropriate treatment pathway.

Key Result Areas	Key Tasks	Performance Measures
	<ul style="list-style-type: none"> ❖ Document all interactions appropriately in manual and electronic files. ❖ Participate in multi-disciplinary team meetings and case reviews. ❖ Perform baseline measurement and documents outcomes Maintains a positive working relationship with colleagues and other providers. ❖ Ability to work autonomously and be highly self-motivated. 	
<i>Group Sessions</i>	<ul style="list-style-type: none"> ❖ Appropriately facilitates plans and evaluates outcomes from group sessions. ❖ Group therapy may include behaviour modification, education and workshops, working with specific populations. ❖ Develop and facilitate local support groups as required. 	<ul style="list-style-type: none"> ❖ Use of evaluation and outcome monitoring tools. ❖ Documentation as appropriate.
<i>Quality:</i>	<ul style="list-style-type: none"> ❖ To participate in quality improvement activities (policy reviews, incident and complaints, audits, reviews, reporting) as required. ❖ To maintain up to date client based statistical information. ❖ To participate in service wide initiatives. ❖ Ensure reporting requirements for legal and service requirements are fulfilled. ❖ Gather evaluation forms on service provided. ❖ Ensure early intervention, problem prevention and promotion of good health principles are encouraged and maintained. 	<ul style="list-style-type: none"> ❖ Involvement in quality initiatives, which are documented appropriately. ❖ Statistics are recorded daily (PRIMHD). ❖ Tangata whaiora/whanau feedback is sought.

Key Result Areas	Key Tasks	Performance Measures
<i>Client Focus:</i>	<ul style="list-style-type: none"> ❖ Promotes client focus and recovery model. ❖ Upholds “client rights”. ❖ Confidentiality maintained at all levels. ❖ Clear communication with tangata whaiora/whanau regarding sharing of information when there is risk of harm to self or others, or risk to their person. ❖ Develop, maintain and promote effective relationships with tangata whaiora and whanau. ❖ To provide education to the community. 	<ul style="list-style-type: none"> ❖ Evidence of empowerment noted in tangata whaiora file. ❖ Case reviews presented at Multi-Disciplinary Team (MDT) meetings. ❖ Tangata whaiora and their whanau are encouraged to provide feedback on the services they receive.
<i>Cultural Safety:</i>	<ul style="list-style-type: none"> ❖ Provide culturally appropriate services. ❖ Different people and their cultural values, beliefs and situations are respected at all times. ❖ Cultural sensitivity and competence supports tangata whaiora access and engagement in treatment. 	<ul style="list-style-type: none"> ❖ Participation in cultural training. ❖ Cultural Advisor (Kaumatua) accessed and utilised appropriately. ❖ Case reviews presented at MDT meetings inclusive of cultural considerations. ❖ Tangata whaiora and their whanau are encouraged to provide feedback on the services they receive.

Key Result Areas	Key Tasks	Performance Measures
<i>Additional Duties:</i>	<ul style="list-style-type: none"> ❖ To participate in other duties as required. ❖ To support multi-disciplinary team members as required. 	<ul style="list-style-type: none"> ❖ Feedback from Team Leader, supervisors and colleagues.
<i>Supervision and Professional Development:</i>	<ul style="list-style-type: none"> ❖ To receive regular professional supervision, peer, line, clinical and cultural (from within the organisation, unless otherwise approved). ❖ Maintains up to date knowledge of current best practice. ❖ Ensure professional competencies are maintained. ❖ Undertake appropriate training and upskilling as required. ❖ Participate in service planning (development/ enhancement). 	<ul style="list-style-type: none"> ❖ Formal supervision agreements and meetings evidenced. ❖ Evidence of ongoing learning. ❖ Annual Practising Certificate required.

PERSON SPECIFICATION - Skills, Knowledge, Abilities and Attributes

Essential

- ❖ Have or be working towards a formal AOD qualification
- ❖ Registered DAPAANZ/working towards or tertiary qualifications either in Social Worker, Nursing or Counselling with registration to appropriate professional body
- ❖ Proven experience in counselling and therapy
- ❖ Works with a recovery focus
- ❖ Knowledge of evidence based best practice in the mental health and addiction sector
- ❖ Able to demonstrate practical understanding of the aspirations and challenges facing Maori communities
- ❖ Excellent oral, written, computer and interpersonal communication skills
- ❖ Proven skills in accurate documentation practices
- ❖ Commitment to ongoing training
- ❖ Current, clean, full drivers licence

Desirable

- ❖ Proven experience as a clinician in Co-Existing Problems/ Addiction/ Mental Health
- ❖ Understanding of relevant legislation and associated clinician responsibilities
- ❖ Experience in applying Tikanga Maori specifically as it applies to Te Tiriti o Waitangi in the role

COMPETENCIES

**In addition to the behaviours inherent in NPH values, the following specific competencies are required as a CEP / AOD counsellor.

Competency	Description
<i>Consumer Focus</i>	Is dedicated to meeting the expectations and requirements of internal and external clients; gets first-hand information and uses it for improvements in services including therapeutic services, establishes and maintains effective relationships and gains their trust and respect.
<i>Communication Skills</i>	Able to establish clear directions; sets stretching objectives; distributes workload appropriately; maintains two-way dialogue with others; brings out the best in people; is a clear communicator and active listener; written communication is clear and succinct.
<i>Interpersonal Savvy</i>	Relates well to all kinds of people internally and externally; can build an appropriate rapport, build constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations appropriately.
<i>Priority Setting</i>	Works in a well-planned and organised manner. Spends own and others time efficiently.
<i>Problem Solving</i>	Uses rigorous logic and methods to solve difficult problems with effective solutions, probes all fruitful sources for answers, can see hidden problems, is excellent at honed analysis, looks beyond the obvious and does not stop at the first answers.
<i>Time Management</i>	Uses time effectively and efficiently. Concentrates efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
<i>Functional/Technical Skills</i>	Has functional and technical knowledge and skills to complete the workload at a high level of accomplishment.
<i>Tikanga Maori</i>	Incorporates aspects of Tikanga Maori into work practices; creates and sustains an environment that promotes bi-culturalism and responsiveness to Maori issues; establishes an environment of respect and trust when working to advance cross-cultural understanding.

Manager Signature: _____

Date: _____

Employee Signature: _____

Date: _____