

“Whaia te iti Kahurangi” (Reach for the stars)

**YOUTH MENTAL HEALTH**  
**CLINICIAN –**  
**KAIHAUMANU TAIOHI**

**JOB DESCRIPTION**

**POSITION:** Youth Mental Health Clinician - Kaihaumanu Taiohi

**REPORTS AND IS ACCOUNTABLE TO:** CYMHS Team Leader/PW Management

**KEY WORKING RELATIONSHIPS WITH:** Internal

- Purapura Whetu Board of Trustees
- Staff of PW and the Community Mental Health Youth Services

**External (include but not limited to those listed herein)**

- Kaumatua
- Whaiora and their whanau
- Stepping Stone Trust and Odyssey House Trust
- Professional Groups associated with PW
- Maori community locally and nationally
- Te Runanga o Ngai Tahu
- Community Providers and NGO's
- Government Agencies
- CAF Specialty Services and related services
- Intersectorial providers and partners
- Youth Alcohol Mental Health Alliance

## **Staff Responsibilities**

- To provide clinical and cultural leadership and actively participate as a member of the team.
- To observe the policies, procedures and acts pertinent to delivery of service and integrate into service.
- To attend all staff meetings on time and provide honest, accurate and transparent reports.

## **Hours of work**

40 hours per week. 8 hours managed in a 12-hour time frame 8.00 am to 8.00 pm.

## **Overall Objectives**

1. To provide culturally driven, clinically focused services that recognises the specific individual differences of whaiora, whanau, hapu and iwi.
2. To ensure the rights of Whaiora and their Whanau, as outlined under the Code of Health and Disability Services Consumer Rights Regulation 1996, are understood, respected and upheld.
3. To ensure that information of the Code of Health and Disability Services Consumer Rights Regulation 1996 is readily available in view or at the request of whaiora and Whanau.
4. To provide opportunities for whaiora and their whanau to be involved in planning, implementation and evaluation at all levels in Purapura Whetu.
5. To provide support as directed by and in consultation with other clinical and non- clinical workers, according to current practices of Purapura Whetu, by ensuring whaiora and their whanau are fully informed the process.
6. To ensure prevention and deliver appropriate interventions through education, support and maintenance, minimises the impact of mental illness.
7. To advocate and educate against destigmatisation and take every opportunity to educate others to promote acceptance and inclusion of all using the Clinical manual as best practice guidelines.
8. To ensure that whaiora, whanau and manuhiri (visitors) are treated according to the tikanga and kawa (protocols) as outlined in “Te Kohinga – Purapura Whetu Trust Clinical Practice Manual”.
9. To provide culturally driven clinically focused assessment, monitoring and follow up according to current practices of Purapura Whetu as outlined in the “Te Kohinga – Purapura Whetu Trust Clinical Practice Manual” ensuring whaiora and their whanau are appropriately informed during process.
10. To provide quality delivery and support to whaiora, whanau and the community.

<b>OVERALL RESPONSIBILITIES</b>	<b>EXPECTED OUTCOMES</b>
To maintain and respect confidentiality and privacy, always, of individual, whanau and PW Trust information and to respect the privacy of each whaiora including their whanau.	Clinical, professional, ethical and moral work standards are practised always.
To commit to the philosophy, practices, policies and procedures of Purapura Whetu.	Philosophy, practices and procedures of Purapura Whetu are practiced always.
To work efficiently, effectively and cooperatively with colleagues, whaiora, whanau and other organisations.	Regular feedback is given to the CYMHS team at the appointed meetings on achieved outcomes and progress.
To initiate assessment, monitoring and evaluation of Care Plans defining clear, manageable health outcomes with whaiora and their whanau.	Oranga Care Plans are readily available in Client File
To utilise the processes of engagement with whanau as directed and considered best practice.	Best practice is evident in client file.
To always address stressful situations with integrity, patience, tolerance and an open mind towards resolution.	External clinical supervision is attended in line with professional registration requirements.
To recognise and appreciate cultural differences and ethnic divides and to respond in a responsible and empathetic manner.	Cultural supervision is attended when required.
To actively gather resources and information relevant to quality delivery of outcomes for Whaiora, their Whanau and colleagues of CYMHS.	Resources are delivered to whaiora and their whanau when circumstances dictate.
Liaise with relevant Maori and other community organisations to identify health priorities and to develop health outcomes appropriate to the requirements of whaiora and their whanau.	Development and maintenance of iwi, hapu and whanau and other community relationships and networks.
Facilitate one's own appropriate pathway of learning in consultation with the management of Purapura Whetu to forge a career pathway appropriate to Mental Health.	Active participation in all training, teaching or placement that Purapura Whetu considers appropriate for the organisation. Professional Development Plan in place.
Keep current always: <ul style="list-style-type: none"> <li>• Driver's Licence</li> <li>• Car Registration and Warrant of Fitness</li> <li>• First Aid Certificate</li> </ul>	Copies of all certificates held in personnel file by the Business Quality Manager.

## KEY TASKS

	TASK	EXPECTED OUTCOMES
<b>Clients</b>	Contacts	<ul style="list-style-type: none"> <li>• Complete whakawhanaungatanga as set by PW.</li> <li>• Successfully maintain and support whanau using ethical practices as set out by your professional registration as appropriate and the kawa of PW.</li> <li>• All assessments, screenings, reports, correspondence and evaluations must be completed within one week of consultation or request.</li> </ul>
<b>Case and Time management</b>	Meeting Contract Targets   Meeting time constraints  Accountability	Required volumes are monitored and met on a monthly basis. These requirements are: <ul style="list-style-type: none"> <li>• Caseload of 25 clients</li> <li>• Client face to face contact hours – 80 hrs. per month</li> <li>• average consultation time – 1.5 hours includes travel time</li> </ul> Appointments are kept on time. Lateness will not be tolerated.  Outlook calendar, hard diary and mileage log correspond with database entries.
<b>Database</b>	Contacts	<ul style="list-style-type: none"> <li>• All contacts are transferred to database within 48 hours of contact or within a reasonable timeframe with a heavy caseload.</li> <li>• Clinical notes, written in a format that is both professional and understandable, are entered into the database within 48 hours of contact or within a reasonable timeframe with a heavy caseload.</li> </ul>
<b>Budget</b>	Travel          Client/Group Expenditure	<ul style="list-style-type: none"> <li>• Cost effective use of time/client /distance are noted in the Vehicle Log book.</li> <li>• Travel claims are reimbursed monthly, i.e. 1<sup>st</sup> of the month. Claims must be lodged, <b>on time for the month</b>, with relevant pages copied from the Vehicle Log book.</li> <li>• Is within budget, i.e. \$35 per month.</li> <li>• Reimbursement claims are made at the end of each month when accompanied by receipts.</li> </ul>



**KEY TASKS CONTINUED:**

<p><b>Staff</b></p>	<p>Provide clinical leadership, guidance and advice to others working in the sector</p> <p>Provide a leadership role in the event of any crises or critical decision making and at conclusion of crisis, ensure adequate debriefing is conducted</p>	<p>Kaihaumanu will guide reviews and be available for consultation.</p> <ul style="list-style-type: none"><li>• Other workers are supported throughout crises and are debriefed, and recommendations made for future situations.</li><li>• Kaihaumanu will provide written reports/discharge summaries on request to tangata whai ora/whanau and/or referrers – If required.</li><li>• Any critical clinical issues that have not been stabilised are reported to the clinical coordinator and/or the Kaiwhakahaere in a timely manner as the situation dictates</li></ul>
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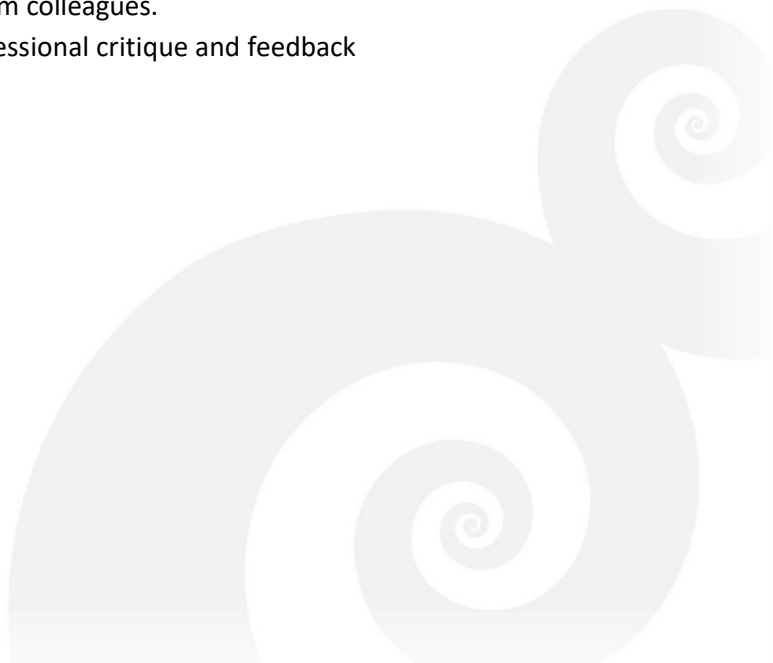


### **Qualifications, Training and Experience (Requirements)**

- Registered Health Practitioner.
- Working knowledge of DSM IV and Mental Health Status examination. Ability to utilise the assessment and recording tools of CYMHS with training.
- A commitment to the ethical standards as set out by a NZ Association.
- Working Knowledge of Ethno psychiatry/Maori Therapeutic Model of Practice.
- Knowledge of classification of Disorders according to DSM IV.
- Knowledge of and experience working with the Maori community.
- Knowledge of Te Reo, Tikanga and Kawa.
- Knowledge of and experience working with Government agencies.
- Knowledge of and experience working with community people and organisations.
- Own vehicle, current driver's licence, current registration and current Warrant of Fitness.
- Current First Aid Certificate.
- Knowledge of and experience working with the Microsoft Office Suite.
- Knowledge of and experience working with Microsoft Access database.

### **Personal Attributes**

- Strong and committed work ethic.
- An excellence in moral and ethical standards and boundaries of practice.
- Ability to make decisions under duress, to assess options and take prompt appropriate action according to the situation.
- Ability to work with colleagues in a respectful and mana enhancing manner.
- Willingness to comply with the organisations processes.
- Willingly approaches Whaiora and Whanau with a respectful and non-judgmental attitude.
- A commitment to build a career in Community Maori mental health.
- Willingness and desire to up skill in Mental Health, Te Reo, Tikanga and Kawa and other areas as negotiated with Te Kaiwhakahaere.
- A commitment to the philosophy and practices of Purapura Whetu.
- A commitment to the Purapura Whetu Clinical framework.
- Willing to accept responsibility for his/her actions.
- Willingness to accept feedback and guidance from colleagues.
- Willingness to accept process, reflect upon professional critique and feedback
- Ability to work autonomously.
- Ability to work as part of a team environment



**TASKS AND AREAS FOR ATTENTION THAT ARE CONSIDERED DURING SERVICE DELIVERY INCLUDE:**

<b>Recognise</b>	<ul style="list-style-type: none"> <li>• Environmental factors including natural environment: water, air and waste management.</li> <li>• The domestic environment: homes, roads, streets, cars.</li> <li>• The social environment: schools, clubs, workplaces and leisure centres.</li> <li>• The religion, beliefs, ethnicity and cultural divides of whanau.</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• Access to Te Ao Maori – Te Reo, Marae, Ukaipo, Whanau, Rongoa.</li> <li>• Access to society, education, employment and technology.</li> <li>• Access to whanau support, parenting skills and arrangements for care.</li> </ul>
<b>Support</b>	<p>Those at risk of:</p> <ul style="list-style-type: none"> <li>• Suicide</li> <li>• Poverty</li> <li>• Chronic illness</li> <li>• Disability</li> <li>• Violence and abuse</li> <li>• Addictions</li> <li>• Grief and loss</li> </ul>
<b>Sustain</b>	<ul style="list-style-type: none"> <li>• By arranging care and treatment for individuals and their whanau: Dr/hospital, tangihanga, respite, foster care and holidays.</li> <li>• By assisting the client with personal growth and self-mastery; through CYMHS treatment plans, counselling, learning new skills and education.</li> <li>• By utilising gifts and talents that are currently accessible and encouraging those that are under-developed.</li> <li>• By encouraging self-management of co-morbid conditions.</li> </ul>
<b>Negotiate Access to</b>	<ul style="list-style-type: none"> <li>• Health and Disability Services</li> <li>• Housing and Accommodation</li> <li>• Primary and Specialist Health care</li> <li>• Disability Support Services</li> <li>• Iwi/Maori Services</li> <li>• Social, Legal and Community Services</li> <li>• Social agencies, e.g. CYFS</li> <li>• Justice – Restorative Justice, Courts and Police</li> <li>• Financial Services</li> </ul>
<b>Promote</b>	<ul style="list-style-type: none"> <li>• Healthy lifestyles including education, employment, medication, hygiene, nutrition, sexuality, exercise, leisure and recreation.</li> <li>• Provide education about the contra indications of alcohol and drug use, smoking and gambling.</li> </ul>



## **KAIHAUMANU PERSON SPECIFICATION**

### **EDUCATION AND QUALIFICATIONS**

For this position you should have a Level 6 health related qualification or higher.

### **TECHNICAL OR PROFESSIONAL KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Experienced in working with people with mental illness and alcohol and drug problems.
- Highly skilled in the assessment of whanau needs and ability to co-construct an appropriate treatment plan to address the identified issues the whanau wish to work on
- Strong organisational and administration ability (accuracy, flexibility and efficiency are important).
- Able to quickly form positive relationships with all people and family members.
- Commitment to providing a safe, relaxing and supportive service for young people.
- Evidence of a commitment to Kaupapa Maori practice, knowledge and skills.

### **DESIRABLE**

- Mental Health experience including addiction.
- Ability to work hours to cover unusual load and emergency requirements.
- Experience in facilitation, co-ordination and development of programmes.

### **GENERAL COMPETENCIES (BEHAVIOURS) AND ATTRIBUTES**

<b>Alignment to Core Values</b>	Alignment to the vision, mission and core values of organisation.
<b>Teamwork</b>	Maintains healthy relationships in teams especially with respect to handling conflict; aware of differences in personalities and the importance of positive relationships to achieve outcomes.
<b>Teachable</b>	Desires to learn best practice and able to follow instructions.
<b>Communication</b>	Develops rapport easily; addresses issues positively; competent in verbal and written communication.
<b>Team Fit</b>	Aligns with team's values and composition; aware of own strengths and how they affect other people in the team.

