



**“Healthy Jobs-Healthy Communities”**

**Job Description**

<b>Position title:</b>	Mental Health Clinician (registered)
<b>Reports to:</b>	Service Manager
<b>Functional Relationships:</b>	<p>Team Leader</p> <p>Clients and their families</p> <p>Other members of the Multidisciplinary team at the Child, Adolescent and Family Service</p> <p>Other Clinical Professionals in the region for ongoing learning, teaching and professional issues</p> <p>Staff from other parts of the Mental Health and Child Health Services</p> <p>Staff from other statutory and community agencies involved in Working with children/adolescents and their families.</p>
<b>Staff Responsibilities:</b>	Nil
<b>Last updated:</b>	August 2017
<b>Salary range:</b>	Dependent on professional discipline group

**Position Summary:**  
 To provide mental health assessments and treatment for children/adolescents with moderate-to-severe mental health problems, in the context of their families.

<b>Key Objectives</b>	<b>Performance indicators/outcomes</b>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Provides mental health assessments for children/adolescents with colleagues and individually.</li> <li>• Uses appropriate assessment tools for the age and circumstances of the young person</li> <li>• When appropriate obtains background from schools and other appropriate sources with parental and/or client permission.</li> <li>• The results of the assessment, both orally and in writing to the referrer and parents, in language that is appropriate to the family.</li> </ul>

	<ul style="list-style-type: none"> <li>• Makes suggestions for ongoing client management in consultation with other caseworkers when appropriate.</li> </ul>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>• Provides therapy for families and children/adolescents as appropriate.</li> <li>• Provides group therapy for children/adolescents and other family members as needed.</li> <li>• Works with parents and other family members in such combinations as are appropriate for the needs of the adolescent and family.</li> <li>• Proven ability to carry a caseload.</li> <li>• Participates in case discussions and contributes to ongoing treatment plans.</li> </ul>
<b>Case Management</b>	<ul style="list-style-type: none"> <li>• Will act as case manager when appropriate.</li> <li>• Takes responsibility for consulting appropriately and making sound clinical decisions.</li> </ul>
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for professional standards in accordance with those set down by their professional body.</li> <li>• Maintains personal and professional development through attending approved professional training and development courses.</li> <li>• Keeps up-to-date with literature relevant to the assessment and treatment of children/adolescents and their families.</li> <li>• Participates in the Hutt Valley Health Performance Management Programme.</li> <li>• Maintains ethical standards of practice.</li> </ul>
<b>Multidisciplinary Team</b>	<ul style="list-style-type: none"> <li>• Takes part in the Multidisciplinary team of the service, providing a clinical perspective and taking into account the perspective of other disciplines.</li> <li>• Regular attendance at, and contribution to, Clinical Review meetings.</li> <li>• Undertakes joint work with other members of the Team.</li> <li>• Carries out intake duties and urgent duties as required.</li> <li>• Works to the best interests of the clients with other members of the team.</li> <li>• Undertakes special projects as required.</li> </ul>
<b>Consultation and Liaison</b>	<ul style="list-style-type: none"> <li>• Liaises with other services in the Hutt DHB as well as other statutory and non-statutory agencies as appropriate.</li> <li>• Liaises with other Clinical Workers in the Region and contributes to the enhancement of the Mental Health profession generally.</li> <li>• Liaise with other services as casework requires.</li> <li>• Promotes co-operation and co-ordination with referring and support agencies to ensure the delivery of the best service and care possible.</li> <li>• Meets with other agencies when appropriate to exchange ideas and develop resources.</li> <li>• Makes contact with community organisations and parent groups where appropriate.</li> <li>• Advises and advocates for community oriented initiatives where appropriate.</li> <li>• Liaises with other Professionals in the region as appropriate.</li> </ul>
<b>Records</b>	<ul style="list-style-type: none"> <li>• Keeps written records in accordance with guidelines laid down by the Service.</li> <li>• Keeps case records, consults with other professionals as appropriate and writes to referrers with ongoing information about assessments and treatment plans.</li> <li>• Keeps statistical records according to service procedure.</li> </ul>

<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Receives supervision as necessary to maintain a high standard of performance</li> <li>• Provides supervision for other clinicians as agreed by Team Leader and/or Manager.</li> <li>• Attends clinical multidisciplinary meetings, staff training sessions where required and regular staff meetings.</li> </ul>
<b>Cultural</b>	<ul style="list-style-type: none"> <li>• Actively promotes the provision of clinical services, which reflect the cultural diversity of the Hutt Valley area, taking into particular account the needs of the Tangata Whenua.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Is involved in, assists in the teaching of students and professionals and contributes in the training of other workers in the service as requested.</li> <li>• Carries out teaching sessions with students and professionals as requested.</li> <li>• Shares skills and knowledge.</li> </ul>
<b>Carries out any other duties required by the Team Leader/Clinical Manager</b>	<ul style="list-style-type: none"> <li>• Carries out duties in response to changes of Service requirements and the development of other areas of client need.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Displays commitment through actively supporting all health and safety initiatives.</li> <li>• Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision.</li> <li>• Ensures own and others safety at all times.</li> <li>• Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>• Is involved in health and safety through participation and consultation.</li> </ul>
<b>Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• Service activity, development and implementation are undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.</li> <li>• Consultation is undertaken with appropriate Maori communities.</li> </ul>

## Competencies required for role

### Interpersonal Skills:

- Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time.
- Excellent at reading situations (what's being said). Has an intuitive feel for understanding people's views and intentions.
- Effectively communicates in challenging situations (e.g. when message is difficult or unpopular, there are political implications; the audience is diverse/dissimilar, etc.)
- Able to influence individuals or small groups of people in relation to straightforward/non contentious issues.
- Uses several techniques to persuade people and obtain buy-in.

### Written Communication Skills:

- Have sound written communication skills.
- Pitch, style, tone and couching of message are appropriate for context and purpose required (although may have occasional uncertainties).
- A good range of specialist terminology and/or business language in their own and related fields.
- Documents that cover several complex topics, within the same field.

### Fit with HVDHB Values:

- Has a positive attitude towards working with community groups, other providers and agencies.
- Is aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly
- Is positive about demonstrating respect for other staff, clients and community groups members
- Respects the rights of individuals.
- Is positive about caring for the community, colleagues and working in a team environment.

### Excellence Focus:

- Sets challenging goals and targets for themselves. Is motivated to achieve goals and objectives. Is self motivated (i.e. does not require direction/encouragement from external sources).
- Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas of weakness.
- Adapts easily to changes at work. Proactively manages conflicting demands on time.
- Able to be assertive and stand firm on issues when appropriate.
- Able to cope with situations that involve considerable emotional strain.

### Problem-Solving:

- Able to analyse multidimensional complex issues. Can identify the key issues in a complex situation. Sees the opportunities, implications and potential risks that are not obvious to others.
- Solutions and judgements are supported by reasoned analysis and take into account causes and consequences. Comes up with some innovative solutions.
- Thinks reasonably quickly on their feet, able to counter most objections.
- Considers the wider implications of their actions and decisions. Balances taking a short and medium-term perspective.

**Technical Expertise:**

- Registered with appropriate professional body.
- Professional/technical specialist/clinician with applied working knowledge of principles, concepts, practices and legislation relevant for the role.
- Understands the key frameworks/clinical practices in their areas of expertise, their application and limitations.
- Current Driver's license
- At time of appointment successful applicant will be given discipline specific role description

**Date Effective:**

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**Manager's Signature:**

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**Employee's signature:**

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