

## Role Description

<b>Role Position:</b>	<b>Mental Health Professional/ Kaimahi Ngaio Hauora Hinengaro</b>
<b>Hours of work:</b>	<b>Fulltime 40hours</b>
<b>Location(s):</b>	<b>Wellington -Te whare tipu, 21 Hania Street, Wellington</b>
<b>Service / Directorate:</b>	<b>Wellington Child Adolescent Mental Health Service (CAMHS), Mental Health, Addictions &amp; Intellectual Disability Service (MHAIDS)</b>
<b>Reports to:</b>	<b>Team Leader &amp; Service Manager</b>
<b>Functional Relationships:</b>	<b>Team Leader</b> <b>Clients and their families/whanau.</b> <b>Other members of the Multidisciplinary team at the Child Adolescent Mental Health Service.</b> <b>Other staff based in Te Whare Tipu from EIS, Maternity Mental health and Administration.</b> <b>Staff from other parts of the Mental Health and Child Health Services.</b> <b>Other Clinical Professionals in mental health and the region for service delivery, ongoing learning, teaching and professional issues.</b> <b>Staff from other statutory and community agencies involved in Working with children/adolescents and their families.</b>

## Our Mission:

*Together, Improve the Health and Independence of the People of the District.*

## Our Vision

*Better Health and Independence for People, Families and Communities*

Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand.

## Our Values

- Manaakitangi – Respect, caring, kindness
- Kotahitanga – Connection, unity, equity
- Rangatiratanga – Autonomy, integrity, excellence

*Innovation, Action, A focus on People and Patients, Living the Treaty, Professionalism through Leadership, Honesty, Integrity and Collaboration, Excellence through Effectiveness and Efficiency.*

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## Context

### Capital and Coast DHB

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital; a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Community Hospital.

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### Service Perspective

The hospital and health services of the DHBs provide a range of services, one such group of services includes Mental Health, Addictions and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans three DHBs - Wairarapa, Hutt Valley and Capital and Coast DHB's and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the 3DHB sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whariki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga.
- Te Tahuhu and the Mental Health Blueprint for Mental Health Services in New Zealand to guide and direct service design, delivery, development, and review.
- Intellectual Disability High and Complex Framework

The Service has access to business support services including Human Resources and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

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### Team Perspective

The Child Adolescent Mental Health Service (CAMHS) is a community mental health service servicing the community as far north as Johnsonville. We are part of the Mental Health, Addictions and Intellectual Disability (MHAID) Service providing services to Capital and Coast District Health Board (CCDHB). We work collaboratively with other CAMHS services in the local region including Kapiti, Porirua CAMHS, ICAFS in the Hutt Valley and the kaupapa Maori Service Te Whare Marie who cover the CCDHB district. We also have close working relationships with CREDS (Central Region Eating Disorders), EIS (Early Intervention Services), Maternity Mental Health, Comorbid Services including Addictions, Personality Disorder services and access inpatient services both mental health at the Rangitahi Unit as well as throughout the hospital, with a particularly close working relationship with the inpatient Paediatric wards. There are also other core services who we closely liaise and collaborate with for all core services including CRS (Crisis Resolution Services), CRT (Co response Team which includes Police, Ambulance) and a number of NGOS including respite services.



Wellington CAMHS has a multidisciplinary team including Psychology, Social Work, Nursing, Occupational Therapy, Psychotherapy and Psychiatry all supported by our important administration team. We offer a range of therapy services to meet the needs of infants through to older adolescents and their families/whanau from groups, DBT, PCIT (Parent Child Interactive therapy), Infant Mental Health, Eating Disorders, Workfirst, Parent-Child relational therapy and many more options alongside specialist assessments. This may change at times according to the skill set of the Multidisciplinary Team.

## Purpose of the role

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

## Key Accountabilities

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<ul style="list-style-type: none"> <li><b>Assessment</b></li> </ul>	<ul style="list-style-type: none"> <li>Provides assessments in mental health following the CAPA process for children/adolescents with colleagues and individually.</li> <li>When appropriate obtains background from schools and other appropriate sources with parental and/or client permission.</li> <li>Makes suggestions for ongoing client management in consultation with other caseworkers when appropriate.</li> <li>Feedback to the client, family/whanau and other relevant professionals as agreed.</li> </ul>	<ul style="list-style-type: none"> <li>Uses appropriate assessment tools for the age and circumstances of the young person.</li> <li>Documents all assessments in the client file.</li> <li>The results of the assessment, fed back both orally and in writing to the referrer, parents (in language that is appropriate to the family) and other relevant people involved in the case as agreed with the client/family.</li> <li>Works within the scope and practice of their profession.</li> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<ul style="list-style-type: none"> <li><b>Treatment</b></li> </ul>	<ul style="list-style-type: none"> <li>Provides therapy for families infants/ children/ adolescents as appropriate and agreed in context of professional skills.</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>Participates in case discussions and contributes to ongoing treatment plans.</li> </ul>	<ul style="list-style-type: none"> <li>Proven ability to carry a caseload.</li> <li>Uses evaluations as agreed within the team/MHAIDS for Treatment outcomes.</li> <li>Attends appropriate meetings for treatment reviews.</li> <li>Documents treatment and associated interactions regarding the client and Whanau whether face to face, by text, email or zoom in the client file.</li> <li>Works within the scope and practice of their profession.</li> </ul>
<ul style="list-style-type: none"> <li><b>Case Management</b></li> </ul>	<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>	<ul style="list-style-type: none"> <li>Proven ability to carry a caseload.</li> <li>Uses assessments as agreed within the team/MHAIDS for Treatment outcomes.</li> <li>Attends appropriate meetings.</li> <li>Documents case management and associated interactions regarding the client and Whanau whether face to face, by text, email or zoom in the client file in a timely manner.</li> <li>Works within the scope and practice of their profession.</li> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<ul style="list-style-type: none"> <li><b>Professional Responsibilities</b></li> </ul>	<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 MHAIDS and CCDHB Health Performance Management Programmes.</li> <li>Maintains ethical standards of practice.</li> </ul>	<ul style="list-style-type: none"> <li>Works within the scope and practice of their profession.</li> <li>Adheres to the professional standards and protocols in accordance with their professional body.</li> <li>Keeps a record of their professional development.</li> <li>Attends the MHAIDS and CCDHB Health Performance Management Programmes.</li> </ul>
<ul style="list-style-type: none"> <li><b>Multidisciplinary Team</b></li> </ul>	<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>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>	<ul style="list-style-type: none"> <li>Regular attendance at, and contribution to, Clinical Review meetings.</li> <li>Works alongside other team members to complete duty work, assessments, interventions, and special projects.</li> <li>Supports colleagues and is open to different professional opinions.</li> </ul>

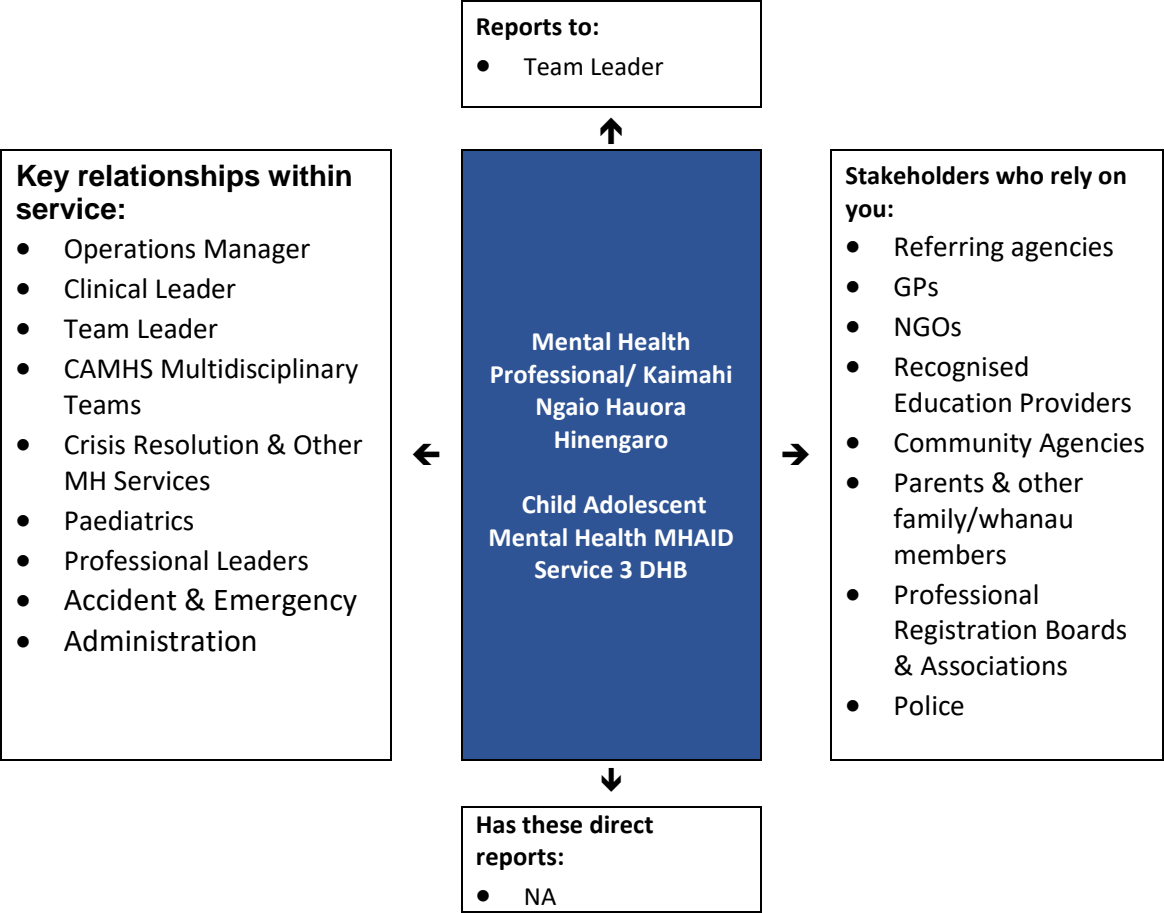
Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<ul style="list-style-type: none"> <li><b>Consultation and Liaison</b></li> </ul>	<ul style="list-style-type: none"> <li>Liaises with other services in MHAIDS as well as other statutory and non-statutory agencies as appropriate.</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 collaboration and co-ordination with referring and support agencies to ensure the delivery of the best service and care possible.</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>	<ul style="list-style-type: none"> <li>Meets with other services in MHAIDS and agencies when appropriate to exchange ideas, develop resources, collaborate and coordinate services.</li> <li>Refers and networks with other services.</li> <li>Has relationships with a wide variety of community networks and professionals across the region.</li> <li>Gets involved in projects and care delivery which improves service delivery.</li> </ul>
<ul style="list-style-type: none"> <li><b>Records</b></li> </ul>	<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>	<ul style="list-style-type: none"> <li>Documents case management and associated interactions regarding the client and Whanau whether face to face, by text, email or zoom in the client file in a timely manner as laid down by the service.</li> <li>Sends letters to referrers and other appropriate professionals as appropriate in keeping with the guidelines of MHAIDS and the DHB.</li> <li>Records statistics using service protocols.</li> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<ul style="list-style-type: none"> <li><b>Supervision</b></li> </ul>	<ul style="list-style-type: none"> <li>Receives supervision as necessary to maintain a high standard of professional performance.</li> <li>Provides supervision for other clinicians as agreed by Team Leader and/or Manager.</li> <li>Engages and attends clinical multidisciplinary meetings, staff training sessions where required and regular staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Receives supervision in keeping with regulations of professional role and DHB requirements.</li> <li>Attends supervision training under the DHB.</li> <li>Provides supervision as agreed with team leader and /or service manager.</li> <li>Engages in and attends Clinical meetings and training as required.</li> <li>Engages and attends regular staff meetings.</li> </ul>
<ul style="list-style-type: none"> <li><b>Cultural</b></li> </ul>	<ul style="list-style-type: none"> <li>Actively promotes the provision of clinical services, which reflect the cultural diversity of the Wellington region, taking into particular account the needs of the Tangata Whenua.</li> <li>Accesses appropriate cultural resources and supports for clients and their families.</li> </ul>	<ul style="list-style-type: none"> <li>Seeks cultural supervision.</li> <li>Engages and networks with Tangata Whenua support services.</li> <li>Refers to Te Whare Marie, and seeks guidance when unsure about cultural practice.</li> <li>Seeks and engages with appropriate agencies for cultural support for self, clients and their families.</li> </ul>
<ul style="list-style-type: none"> <li><b>Training</b></li> </ul>	<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>	<ul style="list-style-type: none"> <li>Provides support and teaching to students and other professionals.</li> <li>Engages and provides teaching sessions as requested.</li> <li>Is observed to share knowledge and skills and support the development of others.</li> </ul>
<ul style="list-style-type: none"> <li><b>Carries out any other duties required by the Team</b></li> </ul>	<ul style="list-style-type: none"> <li>Carries out duties in response to changes of Service requirements and the development of other areas of</li> </ul>	<ul style="list-style-type: none"> <li>Completes duties as required to meet the needs and changes of Service requirements and client need.</li> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<b>Leader/Clinical Manager</b>	client need.	
<ul style="list-style-type: none"> <li><b>Health and Safety</b></li> </ul>	<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> </ul>	<ul style="list-style-type: none"> <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>
<ul style="list-style-type: none"> <li><b>Treaty of Waitangi</b></li> </ul>	<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> </ul>	<ul style="list-style-type: none"> <li>Engages with bicultural training and reflects the principles in practice of the Treaty of Waitangi.</li> <li>Consultation is undertaken with appropriate Maori communities.</li> <li>Professional Practice reflects the Treaty of Waitangi bicultural principles</li> </ul>



# Key Relationships & Authorities



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## Capability Profile

### Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Skills:</b>	<ul style="list-style-type: none"><li>• Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time.</li><li>• Excellent at reading situations (what's being said). Has an intuitive feel for understanding people's views and intentions.</li><li>• Effectively communicates in challenging situations (e.g. when message is difficult or unpopular, there are political implications; the audience is diverse/disparate, etc.)</li><li>• Able to influence individuals or small groups of people in relation to straightforward/non contentious issues.</li><li>• Uses several techniques to persuade people and obtain buy-in.</li></ul>
<b>Written Communication Skills:</b>	<ul style="list-style-type: none"><li>• Have sound written communication skills.</li><li>• Pitch, style, tone and couching of message are appropriate for context and purpose required (although may have occasional uncertainties).</li><li>• A good range of specialist terminology and/or business language in their own and related fields.</li><li>• Documents that cover several complex topics, within the same field.</li></ul>
<b>Fit with CCDHB Values:</b>	<ul style="list-style-type: none"><li>• Has a positive attitude towards working with community groups, other providers and agencies.</li><li>• Is aware that own actions reflect on employing organisation, and interacts with others (e.g. team members, patients/clients, community) accordingly.</li><li>• Is positive about demonstrating respect for other staff, clients and community groups members.</li><li>• Respects the rights of individuals.</li><li>• Is positive about caring for the community, colleagues and working in a team environment.</li></ul>
<b>Excellence Focus:</b>	<ul style="list-style-type: none"><li>• 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).</li><li>• Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas of weakness.</li><li>• Adapts easily to changes at work. Proactively manages conflicting demands on time.</li><li>• Able to be assertive and stand firm on issues when appropriate.</li><li>• Able to cope with situations that involve considerable emotional strain.</li></ul>
<b>Problem-Solving:</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Solutions and judgements are supported by reasoned analysis and take into</li></ul>

Competency	Behaviours
	<p>account causes and consequences. Comes up with some innovative solutions.</p> <ul style="list-style-type: none"> <li>• Thinks reasonably quickly on their feet, able to counter most objections.</li> <li>• Considers the wider implications of their actions and decisions. Balances taking a short and medium-term perspective.</li> </ul>
<b>Technical Expertise:</b>	<ul style="list-style-type: none"> <li>• Registered with appropriate professional body.</li> <li>• Professional/technical specialist/clinician with applied working knowledge of principles, concepts, practices and legislation relevant for the role.</li> <li>• Understands the key frameworks/clinical practices in their areas of expertise, their application and limitations.</li> <li>• Current Driver's license</li> <li>• At time of appointment successful applicant will be given discipline specific role description.</li> </ul>

## Essential Experience and Capability

### a. Knowledge and Experience:

- Be a Mental Health Professional: Psychologist, Occupational Therapist, Social Worker, Family Therapist, Psychotherapist, or Mental Health Nurse.
- The ideal applicant will have experience, skills and expertise in the child and adolescent mental health sector and a proven ability of working within a multi-disciplinary team.
- Has knowledge and experience with assessment and treatment with infants, children, young people and their families using a range of psychological assessments and therapies.
- Experience with promoting excellent inter-disciplinary team communication both to create effective working relationships within the service and to work cooperatively with others within a multi-disciplinary setting.
- Ability to work effectively with whanau/ family around child and adolescent issues and behaviours, and knowledge of parenting skills.
- Knowledge of the DSM IV and diagnostic categories appropriate to infants, children, young people and their families.
- Ability to work confidently as care manager and/or specialist.
- Understanding bi-cultural intervention, racism and discrimination in relation to mental health, and the care and treatment of people with mental illness.
- Recognising and managing risk in a clinical environment.
- Is experienced in community liaison.
- Drivers License
- An interest or experience in group work, family therapy, trauma or sensory modulation skills

### b. Someone well-suited to the role will place a high value on the following:

- Client focused with delivery of service within given resources.
- Understanding of mental health in infants, children, adolescents and their families.
- Integrity within the organisation.
- Ability to self care whilst working in an emotionally challenging and changing environment.
- Valuing the contribution of others.
- Working in a multidisciplinary environment.
- An interest in developing clinical practice and skills.
- Innovation in models of care to improve health outcomes.
- Effective oral & written communication.

***Ma tini, ma mano, ka rapa te whai***  
***By joining together we will succeed***

Capital and Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees. CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, protection equity and by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.