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**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | Clinical Mental Health Professional | |
| **Reports to:** | Manager, Infant, Child and Adolescent Mental Health Service (iCAMHS) | |
| **Key Relationships:** | Internal:   * iCAMHS * Adult mental health services * Adult AOD service * Psychiatric Emergency Service (TACT) * Youth inpatient unit (CDHB) * Inpatient mental health unit | External:   * Client and Family/whanau * Youth Justice Social Worker – CYFS * Youth Aide Officers – Police * Corrections * Courts * CYFS * General Practitioners * Schools * Non-Government Organisations –NGO’s * Special Education Services |
| **Role Purpose:** | The ‘role title’ is responsible for providing high quality, accessible and timely assessment and treatment to infants, children, adolescents and their family/whanau with a moderate to severe mental health problem.  The key deliverables are –   * To provide evidence based / best practice mental health treatment to referred clients. * To provide consultation and advice to external agencies, including CYFS, SES and attendance at relevant Family Group Conferences regarding mental status, AOD status, risk assessment and treatment recommendations. * To provide advice and education for external agencies about the needs of children and youth with mental health and/or AOD problems and regarding statutory requirements in relation * Access referral pathways into mental health and addiction services as appropriate * To contribute to the continued development of the provision of mental health service for children and youth within ICAMHS * To attend and contribute to Multi-disciplinary team meetings | |

**KEY ACCOUNTABILITIES:**

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| **OBJECTIVE** | **ACTIVITIES** | **MEASUREMENT** |
| **1. The practitioner will actively involve and support the client and their family / whanau, working in partnership in all aspects of their contact with the service as appropriate** | **1.1** Demonstrate an understanding of developmental framework in engaging with the client and their family / whanau | * Assessment documentation * Clinical notes * Treatment plans |
| **1.2** Establish positive relationship with the client | * Clinical notes * Outcomes |
|  | **1.3** Demonstrate skills in culturally appropriate engagement with the client and family / whanau | * Documentation * Maori Mental Health involvement * Client feedback |
| **2. The practitioner will be able to complete a multidimensional comprehensive assessment of the infant, child, young person and their family / whanau.** | **2.1** Complete a developmentally appropriate comprehensive assessment inclusive of case formulation and mental status examination | * Assessment documentation |
| **3. The practitioner will be able to provide a range of best practice / evidence – informed and culturally appropriate interventions.** | **3.1** Current knowledge of psychological therapies / interventions for infants, children and adolescents according to best practice models will be used in assessment and treatment. | * Assessment documentation * Clinical notes * Clinical Audit * Client Reviews |
|  | **3.2** Development of treatment plans in collaboration with clients and their family / whanau and discussed with the Multi-disciplinary team (MDT) | * Clinical notes * Client Reviews |
|  | **3.3** Ongoing monitoring and evaluation of treatment | * Clinical notes * Client Reviews * Clinical Audit |
|  | **3.4** Work in partnership with other sectors | * Clinical notes |
|  | **3.5** Client’s progress is communicated to MDT | * Client Reviews * MDT minutes |
| **4. The practitioner will be able to work in partnership with client and family / whanau to measure the effectiveness of their contact with CAMHS** | **4.1** Demonstrate an understanding of outcomes measures | * Clinical notes / psychometric assessments |
| **5. The practitioner will provide a client focused service in line with WCDHB Policy and Procedures and Health and Disability Services Standards (2008)** | **5.1** All clients and their family / whanau will be fully involved and informed of treatment information / options and give informed consent | * Registration & Consent form * Clinical notes * Clinical Audit |
|  | **5.2** All Clients right to privacy and confidentiality is respected within the bounds of safety. | * Consultation with senior staff * Clinical notes * MDT minutes * Clinical Audit |
|  | **5.3** Clients will be seen in an appropriate venue taking into consideration age, transportation etc | * Clinical notes |
| **6. The practitioner will participate in clinical review meetings concerning the management of clients and represent the needs of clients to other team members.** | **6.1** Attendance and participation in MDT and clinical team meetings | * MDT minutes |
| **6.2**  Contributes case assessments and reviews in a timely manner (according to P&P) | * MDT minutes * Clinical notes |
| **6.3**  Reports all client concerns and client non attendance at the clinical team meetings | * MDT minutes * Morning meeting minutes |
| **7.** **The practitioner will work collaboratively with other health professionals and / or**  **agencies to provide seamless and**  **cohesive service for clients and their families** | **7.1**  Liaison with other agencies | * Clinical notes * Strengthening Families minutes |
| **7.2** Co-working with other professionals | * Clinical notes |
| **7.3** Referral to other agencies if appropriate for client or family and in consultation with client, family / whanau | * Clinical notes |
| **8. The practitioner will ensure all clients Care and Protection concerns are identified and notified in accordance with WCDHB Policy and Procedures** | **8.1** At assessment all clients are screened for abuse including: physical, sexual, neglect and emotional | * Assessment documentation |
| **8.2**  All disclosed abuse is appropriately documented and notified in accordance with WCDHB P&P | * Consultation with senior staff * Clinical notes * CYFS notification documentation * Evidence of family involvement if appropriate |

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| **9. The practitioner will participate in ongoing professional development, clinical**  **supervision, and appraisal** | **9.1** Attends all WCDHB mandatory training sessions | * WCDHB mandatory training attendance register |
| **9.2** Attends iCAMHS in-service education and delivers education sessions as requested | * iCAMHS In-service education attendance record |
|  | **9.3** Participates in clinical supervision | * Supervision contract * Supervision attendance record |
|  | **9.4** Professional objectives set and agreed to with CAMHS Manager supported by Supervisor | * Appraisal form |
|  | **10.5** Review of appraisal objects annually with iCAMHS manager supported by Supervisor | * Appraisal form |
|  | **9.6** Plan developed for addressing identified learning and performance needs | * Appraisal form * Weekly line management meetings |
| **10. The practitioner will maintain safe, ethical and legal practice** | **10.1** Maintain a professional appearance at all times | * Compliance with WCDHB dress code |
| **10.2** Work in accordance with WCDHB Policy and procedures | * Signature on Policy and Procedure “sign off” in manual * Ability to access necessary and appropriate information * Attendance at WCDHB mandatory training / attendance register |
|  | **10.3** A good working knowledge of all the relevant legislative acts e.g. – Privacy, Occupational Safety And Health, Code of Health and Disability, Child, Young Persons and their Families Act, Mental Health Act etc | * Familiar with and able to verbalise knowledge * Practice * Clinical notes * Mandatory Training attendance register |
|  | **10.4** Clients right to privacy and confidentiality is respected within the bounds of safety and consultation with senior staff | * Registration and consent forms * Clinical notes * Morning meeting minutes * MDT minutes |
| **11. The practitioner will maintain culturally safe practice** | **11.1** Knowledge and understanding of the Treaty of Waitangi and incorporation of its principles into practice | * Attendance at the Treaty of Waitangi training * Attendance at other cultural training * Demonstrated practice with Maori clients |
|  | **11.2** Clients religious, cultural and social needs and values are respected | * Consultation with Maori Mental Health Team * Consultation with other culturally appropriate services * Clinical notes * Clinical Audit * MDT minutes |
| **12. The practitioner will promote community awareness of iCAMHS** | **12.1** Participate in educational and promotional activities that inform the community and support services about iCAMHS and mental illness | * Attendance at promotional sessions |
| **13. Health and Safety:**  **Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.** | **13.1** Be responsible for own safety. Ensure no action or inaction on their part will cause harm | * Incident forms * Beims requests |
| **13.2** Abide by WCDHB Health and Safety plan | * Mandatory training records * Completion of forms |
| **14.Quality:**  **Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.** | **14.1** To participate in quality activities | * Quality projects |

**PERSON SPECIFICATION:**

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| **Qualifications & Experience** *(indicate years of experience required and level of learning)* | |
| **Essential**   * Qualification may be in social work, psychology, occupational therapy, nursing or similar, supported by appropriate registration and current certification. * Extensive experience in delivering mental health services to children, youth and their families. * Proven ability to assess, plan, implement and evaluate client treatment strategies. * The ability to use a range of recognised treatment modalities, e.g. cognitive/ behavioural techniques, Family therapy Models, etc. * Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi. * A current drivers license * Able to maintain confidentiality and use discretion. * Able to work unsupervised and prioritise workloads. * Possess ability to work cooperatively and efficiently. * Possess a high level of initiative. * Be able to work as part of a team. * Accountability. * Have well-developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities. | **Desirable**   * An extensive knowledge of community resources. * Experience of working with young people with AOD issues |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

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| *Signed on behalf of West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
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| ***Name***  ***Position***  **West Coast District Health Board** |  | ***Name***  ***Job Title***  **West Coast District Health Board** |