

DATE:

**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
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| **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
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**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
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| **1.2** Establish positive relationship with the client | * Clinical notes
* Outcomes
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|  | **1.3** Demonstrate skills in culturally appropriate engagement with the client and family / whanau | * Documentation
* Maori Mental Health involvement
* Client feedback
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| **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
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| **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
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|  | **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
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|  | **3.3** Ongoing monitoring and evaluation of treatment | * Clinical notes
* Client Reviews
* Clinical Audit
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|  | **3.4** Work in partnership with other sectors | * Clinical notes
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|  | **3.5** Client’s progress is communicated to MDT | * Client Reviews
* MDT minutes
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| **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
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| **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
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|  | **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
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|  | **5.3** Clients will be seen in an appropriate venue taking into consideration age, transportation etc | * Clinical notes
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| **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
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| **6.2**  Contributes case assessments and reviews in a timely manner (according to P&P) | * MDT minutes
* Clinical notes
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| **6.3**  Reports all client concerns and client non attendance at the clinical team meetings | * MDT minutes
* Morning meeting minutes
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| **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
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| **7.2** Co-working with other professionals  | * Clinical notes
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| **7.3** Referral to other agencies if appropriate for client or family and in consultation with client, family / whanau | * Clinical notes
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| **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
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| **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
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| **9.2** Attends iCAMHS in-service education and delivers education sessions as requested | * iCAMHS In-service education attendance record
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|  | **9.3** Participates in clinical supervision | * Supervision contract
* Supervision attendance record
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|  | **9.4** Professional objectives set and agreed to with CAMHS Manager supported by Supervisor | * Appraisal form
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|  | **10.5** Review of appraisal objects annually with iCAMHS manager supported by Supervisor | * Appraisal form
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|  | **9.6** Plan developed for addressing identified learning and performance needs | * Appraisal form
* Weekly line management meetings
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| **10. The practitioner will maintain safe, ethical and legal practice** | **10.1** Maintain a professional appearance at all times | * Compliance with WCDHB dress code
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| **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
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|  | **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
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|  | **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
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| **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
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|  | **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
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| **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
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| **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
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| **13.2** Abide by WCDHB Health and Safety plan | * Mandatory training records
* Completion of forms
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| **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
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**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
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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** |