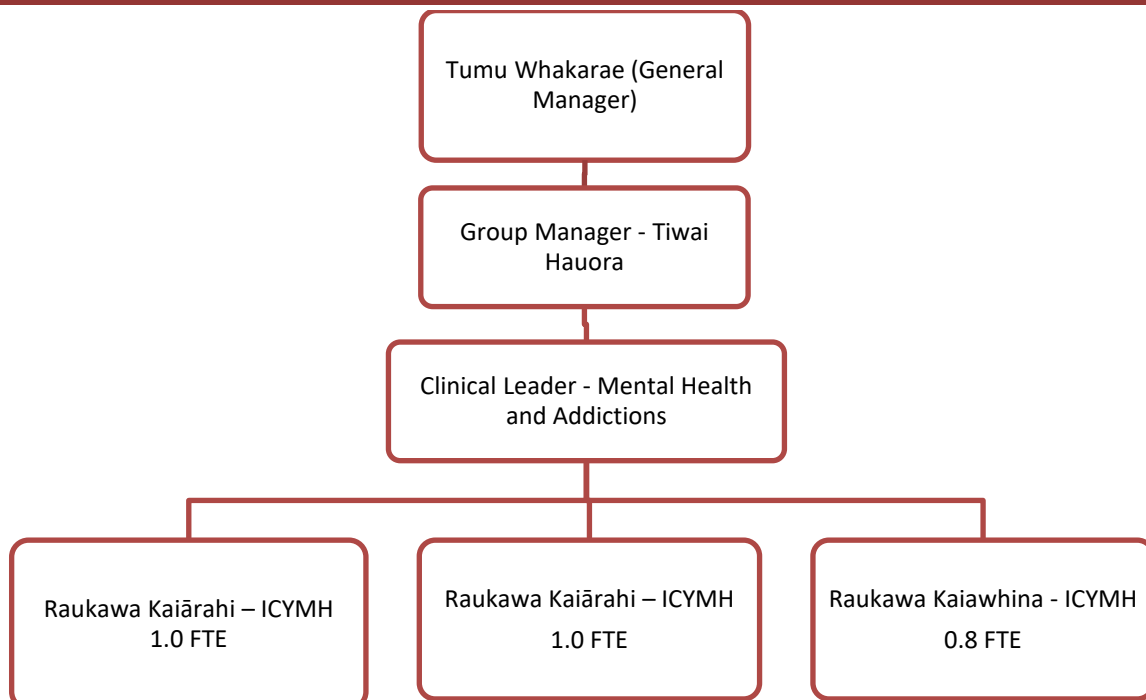


# RAUKAWA CHARITABLE TRUST

## Position Description

<b>POSITION TITLE</b>	<b>Raukawa Kaiārahi – ICYMH</b>
<b>LOCATION</b>	Tokoroa, Putaruru, and Te Awamutu.
<b>REPORTS TO</b>	Clinical Leader – Mental Health and Addictions
<b>PURPOSE OF POSITION</b>	The key responsibilities of this position are to provide a clinical, community-based mental health treatment and therapy service across a range of settings for infants, children and youth, that is strength based, resilience orientated, and based within our Raukawa Kaupapa Practice Framework.
<b>VISION</b>	<b>Raukawa kia mau, kia ora</b> - A thriving Raukawa iwi.
<b>RCT MISSION</b>	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
<b>VALUES</b>	<b>Tika</b> – working with integrity <b>Pono</b> – working toward the vision/genuine intent <b>Aroha</b> – compassion and regard for others

### REPORTING STRUCTURE



### DIRECT REPORTS

- Nil

## RELATIONSHIPS

### Internal

- Tumu Whakarae (General Manager)
- Group Manager – Tiwai Hauora
- Clinical Leader – Nursing
- ICYMH Team
- Whānau Ora Social Service Manager
- RCT Staff

### External

- Clients
- Whānau
- DHB Southern Cluster
- Other mental health providers
- Other Māori providers
- Local government agencies

## AUTHORITIES

May delegate tasks in the client's care plan to the Raukawa Kaiawhina with shared clients.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<b>Case Management</b>	<ul style="list-style-type: none"> <li>• Manages clients care plans.</li> <li>• Professional maintenance of client files/ client related documentation.</li> <li>• All client discharges are discussed at MDT prior to exit.</li> <li>• All contacts are noted in client files.</li> <li>• All contacts entered into PRIMHD data base.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provides clinical needs assessments of clients.</li> <li>• Provides education and support around medication and other treatments in accordance with the care plan.</li> <li>• Provides a pathway for appropriate psychotherapies.</li> <li>• Monitors client symptoms and regularly reviews the client's progress and treatment at the weekly MDT meetings and at specific intervals.</li> <li>• Provides early intervention education when required.</li> <li>• Attends to matters concerning maintenance of health, relapse prevention, problem prevention and promotion of good health.</li> <li>• Consults and liaises with primary care providers and other relevant agencies providing services to infants, children, adolescents and youth within the communities serviced.</li> <li>• Advocates for the rights of the client and family</li> <li>• Provides a service that is flexible in hours to meet the needs of whānau.</li> <li>• Enters all client related documentation into Raukawa client management system.</li> </ul>
<b>Whanau Support</b>	<ul style="list-style-type: none"> <li>• Provides appropriate family therapy, counselling services, and other treatments as required.</li> <li>• Provides the required support and assistance to clients and whānau to follow their set care plan.</li> </ul>

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Monitors and reviews care plan on an ongoing basis.</li> <li>• Provides assistance with the transportation of clients.</li> <li>• Assists in crisis interventions as required.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Provides information regarding mental health illnesses, the mental health system, mental health professionals, community resources and support networks for both clients and whānau.</li> </ul>
<b>Liaison with External Agencies</b>	<ul style="list-style-type: none"> <li>• Establishes effective links with Oranga Tamariki, SES, Child Health Services and other agencies when required.</li> <li>• Provides access to other Mental Health and Addictions Services as required, and liaises with those service providers or support agencies to ensure the client receives relevant advocacy support</li> <li>• Regularly communicates with professionals involved in the care of infants, children, adolescents and youth, to ensure agencies are well informed of relevant information to assist in the care of the client within the parameters of the Privacy Act 1993 and the Health and Disability Code of Rights 1994.</li> <li>• Creates linkages with tangata whenua and key Māori organisations when required to ensure the client receives a kaupapa Māori service.</li> <li>• Represents RCT at all Southern Cluster meetings to discuss and receive new referrals.</li> <li>• Oversees the mental health database collaboratively with team.</li> </ul>
<b>Tikanga Māori</b>	<ul style="list-style-type: none"> <li>• To deliver services in accordance with the Raukawa Kaupapa Model of Practice, that are designed to meet the cultural needs of the client and whanau-</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Documents all communication pertaining to the client's care in their progress notes</li> <li>• Enters all client and whanau documentation into client management system.</li> <li>• Files and maintains all information pertaining to clients</li> <li>• Ensures all records are up to date</li> <li>• Ensures confidentiality of information</li> <li>• Collects, collates and maintains copies of resources for clients and whānau.</li> <li>• Ensures client's database is maintained and current</li> <li>• Records and maintains a list of contact agencies.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Submits ongoing accurate data into PRIMHD data base.</li> <li>• Submits monthly stocktakes of clients.</li> <li>• Accurate and timely input into PMR quarterly reports, and narrative to support, received before the 10<sup>th</sup> of the month.</li> <li>• Monthly stocktake reports to manager.</li> </ul>

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Informs Clinical Leader – Mental Health and Addictions of pertinent issues and red flags at first opportunity.</li> </ul>
<b>Team Support</b>	<ul style="list-style-type: none"> <li>• Attends monthly staff hui, Tiwai Hauora health team hui and Mental Health Team hui.</li> <li>• Attends MDT hui each week.</li> <li>• Contributes to projects and initiatives as required.</li> <li>• Undertakes other duties necessary to support the effective operation of the Southern Cluster.</li> <li>• Actively contribute to the development of the Whānau Ora Clinical Services Team.</li> <li>• Provide coverage for team members as and when required.</li> <li>• Support and empower team members and celebrate team success to create and foster a harmonious team culture.</li> </ul>
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• To be responsible for the maintenance of a safe and healthy work environment for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with Raukawa Charitable Trust Health &amp; Safety policies, procedures and systems.</li> <li>• Ensure that he/she works safely at all times and encourages others to do the same.</li> <li>• Report hazards and accidents.</li> <li>• Take initiative to fix hazards.</li> <li>• Promote a positive Health &amp; Safety culture in the workplace.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Participate in training including that related to Health &amp; Safety.</li> <li>• Take initiative to identify training and development opportunities for self.</li> </ul>
<b>Additional Tasks</b>	<ul style="list-style-type: none"> <li>• Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.</li> </ul>

## PERSON SPECIFICATION

### LEADERSHIP

- Demonstrates an ability to support the team to complete the outcomes set by WDHB and the RCT
- Leads by example, in particular, taking personal accountability for actions
- Can initiate advice and direction within the team, as well as follow direction within the team

### RELATIONSHIP MANAGEMENT

- Ability to develop and maintain a good working relationship at all levels.
- Keeps information confidential.
- Is discreet and able to deal with sensitive issues.
- Ideally has well established health and social service networks.

### **COMMUNICATION**

- Is able to communicate with others to convey information effectively
- Is able to communicate effectively in writing as appropriate for the needs of the audience
- Has excellent report writing skills
- Gives full attention to what other people are saying, and takes time to understand the points being made.
- Asks questions as appropriate, and does not interrupt at inappropriate times.

### **TECHNICAL**

- Is able to understand and apply the Māori models of health to the service.
- Understands of the importance and values of the Treaty of Waitangi and cultural values.
- Has knowledge and understanding of the health and disability code.
- Has knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of mental dysfunctions.

### **PERSONAL ATTRIBUTES**

- Is thoughtful, resilient, calm and stable in challenging situations
- Shows initiative, decisiveness and openness
- Is open, honest and approachable
- Self motivated – an achiever
- Empathy and patience
- Is sensitive to others' needs and feelings
- Is understanding and helpful
- Has a high level of honesty and ethics.
- Is pleasant with others and displays a good-natured, cooperative attitude.
- Is reliable, responsible, and dependable, and fulfils obligations
- Is careful about detail and thorough in completing work tasks.
- Is very well organized, with the ability to plan and prioritise work demands

### **QUALIFICATIONS AND EXPERIENCE**

- Registration with the Nursing Council of NZ as a comprehensive or mental health nurse with a current annual practising certificate or;
- Competency as a practitioner or a registered NZAC counsellor (degree level or above) or;
- A qualification recognised by the Social Workers Registration Board and a current ANZASW Certificate of Competency or a commitment to obtain one or;
- A Health professional qualification under the legislative framework of the Health Practitioners Competence Assurance Act 2003.
- Has an understanding of te reo me ona tikanga o Raukawa.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Has a basic understanding of Te Reo Maori.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license.
- Experience working with Iwi/Maori organisations is desirable.

### **JOB DESCRIPTION UPDATED**

Date: July 2019

**SIGNATURES**

**On behalf of Raukawa Charitable Trust:**

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*(Signature)*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*(Date)*

**Employee:**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*(Date)*