

SCHEDULE TWO - POSITION DESCRIPTION

You are employed as a Clinical Lead Teina & Clinician

You shall report to the Clinical Leader for the Clinical Lead Teina part of your role and the Service Leader – Otago for the Clinician portion of your role - or as otherwise directed.

Your duties and responsibilities include:

POSITION DESCRIPTION: Clinical Lead Teina/Clinician

About ADL	
Vision - <i>the ambitious future state we are working towards</i>	Empowering young people to live connected and meaningful lives.
Treaty Commitment - <i>how we express our commitment as a Treaty partner</i>	ADL works for Pae Ora/ healthy futures as determined by Māori and upholds the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.
Mission - <i>how we work to realise our Vision and Treaty Commitment, our unique contribution</i>	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - <i>the reason we exist, the measurable difference we want to see realised in young people's lives</i>	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well-trained, resourced and supported in best practice service delivery. 4. Resource their whānau to support them to respond to life events with resiliency. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change.
Our Kaupapa: - <i>our values, how we go about all that we do, what is important to us</i>	<p><i>Tika and Excellence</i> “Doing what’s right, and just, and doing it well” <i>Mauri and Dignity Enhancing</i> “Actively holding hope and vision for the future, everyone is valued and valuable” <i>Kia tina and Adventure</i> “Having big dreams and going for them” <i>Kotahitanga and Relationship</i> “Journeying together, doing it with heart”</p>

Position Purpose – Clinical Leader - Teina

This position reports to ADL's Clinical Leader and supports them in delivering key aspects of clinical leadership across ADL.

Reports to:	Clinical Service Leader
Direct Reports:	1-3
Location:	Dunedin – with some travel as needed

Position Responsibilities

Management MSD / OT work /CSW	<ul style="list-style-type: none"> • Clinical management of ADL'S Te Ara Hou, Transition to Adulthood, Community Support Work (CSW) Team based in Timaru (this includes Supported Bail, and Supervision with Activity service delivery). • Line management of the CSW Service Leader • Develop knowledge of ADL's CSW services and relevant legislation • Develop and maintain good working relationship with funders and other services. • Contribute to reporting the te funders of these services.
Strategic Projects	<ul style="list-style-type: none"> • Transition into leading ADL's newly developed intake team. • Assist the Executive Leadership Team in the development and delivery of projects e.g. RFPs, policies, and procedures. • Contribute to other projects as required
Clinical documentation	<ul style="list-style-type: none"> • Clinical systems and documentation development and review e.g., Clinical Manual / Service Leader Manual • Service Delivery Policy & Practice memos development and review
Clinical Leadership Support	
Supporting ADL Service Delivery	<ul style="list-style-type: none"> • May include any of the following: • Clinical response and support for teams and Clinical Service Leaders • Clinical incident response and investigation • Function as part of ADL's Clinical on call team • Support the implementation of new services (i.e., wellbeing coaches)
Clinical Leadership Team Support	<ul style="list-style-type: none"> • Provide Clinical Meeting Support • Attend Service Delivery Leadership Meetings
Clinical Leadership Backup	
Clinical Leadership Support	<ul style="list-style-type: none"> • Clinical Leadership Support
Supporting Clinical Service Leaders	<ul style="list-style-type: none"> • Back up cover for Clinical Leader • Back up for Clinical SLs if required
Workgroups	<ul style="list-style-type: none"> • Service Delivery Leadership Team, Executive Leadership Team required, CSW Team, Intake Team
Other	<ul style="list-style-type: none"> • Complete other tasks as required

Workforce Development	
Development & Implementation of in-house training programmes	<ul style="list-style-type: none"> • Work closely with the Clinical Lead and Kaiwhakahaere Māori to develop and deliver best practice training programmes (in-house or external) for all service delivery roles. • Utilise effective and innovative approaches to delivering training programmes and induction for all staff members. • Work with the People & Capability Leader to update and maintain ADL's induction procedures and monitor progress of staff through the induction process. • Support the development and implementation of best practice training programmes (in-house or external) for organisational-wide training (i.e. H&S, IT, Privacy). • Support the Kaiwhakahaere Māori to develop and deliver Māori cultural competency training within the organisation, including the in-House Training and induction. • Oversee the Real Skills Plus online competency assessment. • Liaise with Service Leaders and staff in relation to induction and ongoing training.
New Employee Induction	<ul style="list-style-type: none"> • Monitor the induction processes for all staff in collaboration with the People and Capability Team. • Oversee the induction and orientation of all service delivery staff. • Liaise with Service Leaders and other key staff in the development and delivery of induction processes. • Ongoing clinical coaching as required for clinical staff.
Strategy, Planning & Promotion	<ul style="list-style-type: none"> • Lead the team in delivering the WFD strategy for the organisation • Develop an annual WFD Plan and provide input into PD budget planning • Be responsible for ADL-wide professional development budget.
Managing and Maintaining ADL's Professional Development Processes	<ul style="list-style-type: none"> • Monitor that all staff are actively engaged in professional development and making effective use of professional development resources • Function as a navigator/resource for staff and SLs to access training/ resources to meet the professional development requirements of their registering bodies • Support Service Leaders in their management of professional development for their local teams
Clinical role	<ul style="list-style-type: none"> • Develop and maintain effective relationships with at risk young people aged 12 - 24 years and whānau • Meet the client's needs in a manner most appropriate to the client and consistent with a strengths and recovery approach • Provide a service that reflects the principles of the Treaty of Waitangi • Respect the diverse ethnic and cultural heritage of New Zealand and utilise culturally appropriate counselling practices • Maintain professional registration

	<ul style="list-style-type: none"> • Utilise best practice methods in all clinical practice, and have working knowledge of the following modalities: MI, CBT, ACT, Solution Focused Brief Therapy • Work with Co-Existing mental health and addiction issues as appropriate • Ensure that services are delivered in accordance to their Service Specifications • Work as an effective and collaborative member of a regional team for the wider organisation as a whole • Follow all other ADL Policies, procedures and guidelines, and adhere to ADL Code of Conduct and Ethics • Develop and maintain effective, collaborative and professional relationships with colleagues in other services, related areas and professions in order to optimise the support experienced by young people and their families/whānau • Be physically fit and able to participate in a range of activities that make up ADL's services • Incorporate technology as part of your therapeutic work
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Key Relationships	
Internal	External
<ul style="list-style-type: none"> • Service Leaders and regional teams • All ADL staff members • Executive Leadership Team • Workforce Development Team • Clinical Service Leaders Team • Ngā Hononga Team • Other employees of ADL 	<ul style="list-style-type: none"> • Key service providers • Key agencies, including Oranga Tamariki National workforce development organisation i.e. Whāraurau, Te Pou, Le Va, etc. • Education and professional training agencies • Local and national training providers • Local, regional, and national networks. • Local service providers

Person Specifications		
Requirement	Essential	Preferred
Education/Qualifications	A clinical and current NZ professional registration in one of the following: <ul style="list-style-type: none"> • Occupational Therapy • Reg. Psychologist • Social Work • Counsellor (NZAC or DAPAANZ) • Nurse (Therapist) 	Specific qualifications/experience in training or professional development.
Knowledge and Experience	<ul style="list-style-type: none"> • Six years + plus clinical experience • Significant experience delivering brief interventions • Significant experience with ACT and/or CBT, and motivational interviewing skills • Whānau inclusive practitioner • Kaupapa Māori knowledge • Experience in Treaty and Equity responsiveness 	<ul style="list-style-type: none"> • Qualifications in supervision • Training in solution-focused therapy • Experience working with youth and whānau • Knowledge of quality improvement processes • Experience in planning, developing, and delivering clinical training programmes

	<ul style="list-style-type: none"> • Training in cross cultural practice • Experience using electronic client record management systems 	<ul style="list-style-type: none"> • Experience in planning and developing client focused resources (digital and hard copy) • Experience in project management • Understanding of issues facing minority and rainbow communities.
Skills	<ul style="list-style-type: none"> • Ability to proactively and effectively communicate with people across the organisation. • Well-developed written and oral communication skills including technical writing. • Strong professional presentation skills. • High skill level in the Microsoft Office suite, in particular Word, Excel, and Outlook. • Effectively plan and organize a project, allocating time in a manner which achieves priorities and allows for contingencies. • Can set goals for themselves and implement, plan and process the steps to achieve these. • Forward looking perspective that allows for contingencies and evolving situations. • Effective time management skills. • Commitment to clear and effective documentation of essential information and processes. • Commitment to improving quality standards in own area of expertise. • Committed to a collaborative approach and able to adapt to a high level of synergy amongst different team members and teams in the organisation. • Specific skills and knowledge around Brief Intervention • Strong relational skills 	
The way we work (expected behaviours)	<p>Stewardship of resources We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.</p> <p>The wellbeing of ourselves and others</p>	

We will ensure that our actions while at work enhance our own wellbeing and that of others.

Diversity, discrimination, and stigmatisation

We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.

Integrity

We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.

Connection, relationship, and trust

We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld.

Health & Safety

ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:

- Ensuring their own Health and Safety and that of others around them
- Being actively involved in the management of hazards and risks their position might be exposed to
- Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest
- With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL