

## POSITION DESCRIPTION: Child & Youth Mental Health Guide

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

### Position Purpose – Guide

The role involves working to support young people and children (ages 5 to 24 years) in the Central Lakes Region to access the most appropriate support for their mental health needs as well as involved providing direct support to young people and their whānau.

This role will also have a Transition Worker component (0.2FTE) and provide gradual and supported transition for young people from Oranga Tamariki care, to help them get a good start to their adult lives.

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| Reports to:     | Central Lakes Service Leader |
| Direct Reports: | N/A                          |

## Position Responsibilities

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| Support to engage in Services              | <p>Guides will actively support Rangatahi (aged 5-24 years) and their whānau to access the most appropriate Mental Health and Substance misuse services within the Central Lakes region by:</p> <ul style="list-style-type: none"> <li>• Providing service navigation, screening and other referral information to assist with improving timely access to best fit service</li> <li>• Providing support to young people and children while waitlisted for entry into the appropriate service.</li> <li>• To provide support worker level wellbeing interventions i.e. sleep hygiene, psychoeducation, etc.</li> <li>• Supporting a warm handover between services.</li> <li>• Supporting Rangatahi and whānau service engagement virtually or by assisting with transport for face-to-face clinical supports.</li> <li>• Working closely with clinical staff within and outside of ADL.</li> <li>• Being a guide to Rangatahi services for other agencies such as GP's, Education and Social Services.</li> <li>• Monitoring the wellbeing and safety of Rangatahi supported by the service in collaboration with Clinicians. Working with young people's whānau to keep their young people safe and healthy.</li> <li>• Working with young people and their families/whānau/caregivers to increase access to resources within their local communities.</li> </ul> |
| Mental Health & Addiction Health Promotion | <ul style="list-style-type: none"> <li>• Engaging with community groups and networks with the aim of promoting their awareness of the available mental health and addictions services, how these services meet the needs of rangatahi and whānau, and the referral pathways for accessing them.</li> </ul> <p>Contribute to:</p> <ul style="list-style-type: none"> <li>• Supporting the development of a Central Lakes sector-wide mental health and addiction health promotion plan.</li> <li>• Supporting the implementation of early intervention programmes focused on priority cohorts.</li> <li>• Supporting the ADL health promotion plan, including the development of new programmes or supporting existing programmes, either online or face-to-face.</li> <li>• Collaborating with other health promotion roles and networks to coordinate and support community/sector-wide health promotion campaigns focused on priority cohorts.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |
| Transition Worker                          | <p><b>Assessment and planning</b></p> <ul style="list-style-type: none"> <li>• While the young person is in care or custody, the Statutory Social Worker leads assessment and planning; the Transition Worker supports implementation and builds a trusting relationship.</li> <li>• Post-care, lead assessment and planning in consultation with the ADL Service Leader.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|  | <ul style="list-style-type: none"> <li>Ensure the young person's voice, aspirations, and goals are central to all planning, supporting their participation, review, and ownership.</li> </ul> <p><b>Support to young people:</b></p> <ul style="list-style-type: none"> <li>After leaving care, maintain primary responsibility for contact and proactive support, including assessment and planning as needed.</li> <li>Keep regular contact as outlined in the transition plan.</li> <li>Provide practical, empathetic support to foster development and independence.</li> <li>Work with the Service Leader to help the young person understand their past and access opportunities for healing.</li> <li>Offer reassurance and positive reinforcement to build confidence in their future.</li> </ul> |
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| Key Relationships                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Internal                                                                                                                                                                                                                                                                                               | External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>Service Leader</li> <li>Intake and Coordination Clinicians</li> <li>Clinical Leader</li> <li>Clinical Leader Teina/Workforce Development Leader</li> <li>ADL Clinicians</li> <li>Other ADL Teams and Service Leaders</li> <li>Other employees of ADL</li> </ul> | <ul style="list-style-type: none"> <li>Children, Young people, whānau, and caregivers</li> <li>Health New Zealand/Te Whatu Ora Mental Health and Addiction Services</li> <li>NGO/Community Based Mental Health and Addiction Services</li> <li>Primary health care (GP Practices)</li> <li>Other local agencies, including social services, education sector, Kaupapa Māori services, etc.</li> <li>Local community groups</li> <li>Health promotion staff from other agencies</li> </ul> |

| Person Specification     |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                      |
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| Requirement              | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                                                                                            |
| Education                | <ul style="list-style-type: none"> <li>Certificate in Health and Wellbeing (level 4) or equivalent/higher qualification.</li> </ul>                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Bachelor's degree in health, public health, social sciences, or psychology</li> </ul>                                                                                                                                                                         |
| Knowledge and Experience | <ul style="list-style-type: none"> <li>Understands the wider determinants of health, particularly the effects of colonisation for Māori</li> <li>Knowledge of te reo and tikanga Māori.</li> <li>Has knowledge of New Zealand's health sector</li> <li>Able to deliver early intervention programmes into the community</li> <li>Experience working with children, youth, and whānau.</li> <li>Understanding of mental wellbeing</li> </ul> | <ul style="list-style-type: none"> <li>Previous experience in community support role or proven track record of liaising and networking with others</li> <li>Knowledge of youth justice sector and local youth services</li> <li>Knowledge of the local and regional mental health sector.</li> </ul> |

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|                                                  | <ul style="list-style-type: none"> <li>- Strong communication skills</li> <li>- Ability to work as part of a small team.</li> <li>- Ability to work independently</li> <li>- Applies a strengths-based approach</li> <li>- Good computer literacy and ability to use electronic note keeping systems.</li> <li>- Previous experience with liaising and networking with community and other stakeholders.</li> <li>- Capability to build rapport and advocate for children and young people.</li> <li>- Full driver's license and clean police and MSD record.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>The way we work<br/>(expected behaviours)</b> | <p><b>Stewardship of resources</b><br/>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><b>The wellbeing of ourselves and others</b><br/>We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p><b>Diversity, discrimination and stigmatisation</b><br/>We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the work place, with our clients and their whānau and in our communities.</p> <p><b>Integrity</b><br/>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.</p> <p><b>Connection, relationship and trust</b><br/>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.</p> |  |

## Cultural Competency

ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.

All ADL team members will demonstrate this by:

- Engaging in ongoing development of their cultural competency using the Takarangi Competency Framework

- Committing to professional development, formal and informal to support continuous improvement
- Supporting ADL as a culturally safe place for our clients and their whānau, and our colleagues
- Actively participating in cultural supervision.

## 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
- Providing suggestions and solutions for the improvement of Health and Safety practices at ADL.

(i) any other duties as may be reasonably required by us from time to time.

### The Employee:

Print Name:.....

Signature:..... Date:    /    /

### On Behalf of ADL Ltd:

Print Name:.....

Signature:.....Date:    /    /