

## POSITION DESCRIPTION: Intake Clinician

| 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

This clinical role will join the team of clinicians to deliver a range of services from mild to severe, which are designed to meet the needs of rangatahi/young people experiencing mild to moderate issues around mental health, substance use, co-existing problems, and offending.

The clinical intake role will deliver structured intake assessments via telehealth for rangatahi/young people referred to ADL. Gather information from clients, whānau and referrers to assess needs, support service matching,

develop safety plans for higher risk clients, prioritise referrals, and provide wellbeing and check-in support while clients awaiting clinical allocation. During periods of low demand, provide general clinical services via telehealth.

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| <b>Reports to:</b>     | Service Leader |
| <b>Direct Reports:</b> | N/A            |
| <b>Location:</b>       | Remote         |

## Position Responsibilities

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| <b>Clinical Intake</b> | <ul style="list-style-type: none"> <li>• Collaborate with colleagues in the ADL-wide Intake Team</li> <li>• Work closely with Admin, the Clinical Intake Coordinator, Service Leaders, Teina and Administration around all aspects of intake and support while clients are waiting for the allocation of a clinician</li> <li>• Ensure referral information is accurate and complete, obtaining missing clinical information when required</li> <li>• Liaise with and maintain knowledge of other services across South Canterbury and Southern to link referrers to the most appropriate service</li> <li>• Maintain information on other services' criteria and wait times</li> <li>• Escalate complex and high-risk referrals to the Intake Coordinator and local Service Leader.</li> <li>• Ensure referrers are monitoring risk while clients are awaiting service or, in the case of self-referrals, that these young people are linked in with 1737 and other Crisis Supports</li> <li>• Undertake ongoing referrer education</li> <li>• Contribute to ADL's systems to provide clear information to those seeking help.</li> <li>• Offer check in calls when clients are awaiting service and have risk/isolation.</li> </ul> |
| <b>Clinical Role</b>   | <ul style="list-style-type: none"> <li>• Meet the client's needs in a manner most appropriate to the client and consistent with a strengths and recovery approach</li> <li>• Provide a service that reflects the principles of the Treaty of Waitangi</li> <li>• Respect the diverse ethnic and cultural heritage of New Zealand and utilise culturally appropriate counselling practices</li> <li>• Maintain professional registration</li> <li>• Utilise best practice methods in all clinical practice, and have working knowledge of the following modalities: MI, CBT, ACT, Solution Focused Brief Therapy</li> <li>• Work with Co-Existing mental health and addiction issues as appropriate</li> <li>• Ensure that services are delivered in accordance with the Service Specifications</li> <li>• Work as an effective and collaborative member of a regional team for the wider organisation as a whole</li> <li>• Follow all other ADL Policies, procedures and guidelines, and adhere to ADL Code of Conduct and Ethics</li> <li>• Develop and maintain effective, collaborative and professional relationships with colleagues in other services, related areas and</li> </ul>                                            |

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|  | professions in order to optimise the support experienced by young people and their families/whānau |
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## Key Relationships

| Internal                                                                                                                                                       | External                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>- Clinical colleagues</li> <li>- Other ADL Teams, Service Leaders, and ELT</li> <li>- Other employees of ADL</li> </ul> | <ul style="list-style-type: none"> <li>- Agencies, including provider and NGO services, education sector and GP Practices across ADL regions</li> <li>- Local community groups</li> </ul> |

## Personal Specification

| Requirement                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Preferred                                                                                                                                                                                                         |
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| <b>Education</b>                             | <p>A clinical and current NZ professional registration in one of the following:</p> <ul style="list-style-type: none"> <li>• Occupational Therapy</li> <li>• Reg. Psychologist</li> <li>• Social Work</li> <li>• Counsellor (NZAC or DAPAANZ)</li> <li>• Nurse (Therapist)</li> </ul>                                                                                                                                                                                                                                                                                                                                     | Postgraduate qualification in AOD/MH.                                                                                                                                                                             |
| <b>Knowledge and Experience</b>              | <ul style="list-style-type: none"> <li>- Two years plus clinical experience in New Zealand</li> <li>- Experienced whānau inclusive practitioner</li> <li>- Kaupapa Māori knowledge</li> <li>- Motivational interviewing skills</li> <li>- Training in solution-focused therapy, ACT and/or CBT</li> <li>- Experience working with youth and whānau</li> <li>- Experience in using paperless systems</li> <li>- Willingness to be trained and use Heidi e note system</li> <li>- Good knowledge of Health and other services and systems in NZ</li> </ul>                                                                  | <ul style="list-style-type: none"> <li>- 4 plus years Clinical experience</li> <li>- brief therapy knowledge and skills</li> <li>- Experience working cross culturally</li> <li>- Full drivers license</li> </ul> |
| <b>The way we work (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></p> |                                                                                                                                                                                                                   |

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|  | <p>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.</p> <p><b>Integrity</b></p> <p>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></p> <p>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> |
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## 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 and 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.

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

Print Name:.....

Signature:..... Date:    /    /

**On Behalf of ADL:**

Print Name:.....

Signature:.....Date:    /    /