

## POSITION DESCRIPTION: Service Leader/Clinician

About ADL	
<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 upholds 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 style="text-align: center;"><i><b>Tika and Excellence</b></i> "Doing what's right, and just, and doing it well"</p> <p style="text-align: center;"><i><b>Mauri and Dignity Enhancing</b></i> "Actively holding hope and vision for the future, everyone is valued and valuable"</p> <p style="text-align: center;"><i><b>Kia tina and Adventure</b></i> "Having big dreams and going for them"</p> <p style="text-align: center;"><i><b>Kotahitanga and Relationship</b></i> "Journeying together, doing it with heart"</p>

### Position Purpose

The role covers all clinical services (brief and longer term interventions) provided by ADL in the Central Lakes Canterbury region. The role is to focus on staff support and development, effective service delivery to clients and whānau across all of ADL's clinical services in the area, development of services and relationships with the community and other service providers.

<b>Reports to:</b>	Clinical Service Leader
<b>Direct Reports:</b>	Clinicians (6) and Transition / Wellbeing Coach (1)
<b>Location</b>	Cromwell

## Position Responsibilities

<p><b>Clinical leadership / oversight of services</b></p>	<ul style="list-style-type: none"> <li>• Ensure that services provided by clinical staff meet the required Mental Health standards and specified contractual standards.</li> <li>• Ensure that target level of referrals for each contract for the region are met and promote services as required.</li> <li>• Ensure that clinical services are delivered in a safe, respectful and effective manner.</li> <li>• Provide oversight for the management of client and staff safety.</li> <li>• Take a lead in networking and developing positive relationships/liason with the relevant agencies and community groups.</li> <li>• Ensure that clients move through the ADL clinical pathway effectively and in accordance with ADL's Policies and Procedures or any document/s that supersede them.</li> <li>• Ensure that all clinical staff meet requirements for clinical record keeping, including Client Management Systems, including risk documentation.</li> <li>• Lead regular casework review meetings with individual staff.</li> <li>• Manage referrals and allocation of cases.</li> <li>• Maintain clinical supervision skills to lead clinician team.</li> </ul>
<p><b>Contribution to organisational leadership</b></p>	<ul style="list-style-type: none"> <li>• Collaborate and consult with other Service Leaders and ADL's Executive Leadership Team to develop projects and resources to improve clinical services across ADL.</li> <li>• Monitor and respond to organisational risk.</li> <li>• Keep the Executive Leadership Team advised of issues and developments.</li> <li>• Prepare reports for funders as required.</li> </ul>
<p><b>People management</b></p>	<ul style="list-style-type: none"> <li>• Monitor and support staff wellbeing and actively contribute to a positive team culture.</li> <li>• Alert the Executive Leadership Team to any concerns about staff and their wellbeing and/or performance.</li> <li>• Hold monthly Development Conversations and conduct annual reviews with all clinicians.</li> <li>• Participate in recruitment, induction and local training processes.</li> <li>• Participate in any HR processes as required.</li> <li>• Ensure H&amp;S policies and processes are applied and encourage a workplace that is both safety and wellbeing focused.</li> </ul>
<p><b>Clinical role</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships young people aged 12 to 24 years</li> <li>• Ensure that services are accessible to young people and their families/whānau</li> <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 registration with the relevant registration body</li> <li>• Provide a family/whānau inclusive service</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> </ul>

	<ul style="list-style-type: none"> <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 professions in order to optimise the support experienced by young people and their families/whānau</li> <li>• Assist in the evaluation of ADL's services</li> <li>• Be physically fit and able to participate in a range of activities that make up ADL's services.</li> <li>• Be willing to develop and/or provide related services to other client groups.</li> <li>• Incorporate technology as part of your therapeutic work</li> <li>• Be able to travel within the region to deliver mobile services.</li> </ul>
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Key Relationships	
Internal	External
<ul style="list-style-type: none"> <li>• Local Clinicians</li> <li>• Other ADL Teams, Service Leaders, and ELT</li> <li>• Other employees of ADL</li> </ul>	<ul style="list-style-type: none"> <li>• Local service providers</li> <li>• Local agencies, including education sector and GP Practices</li> <li>• Local community groups</li> </ul>

Person Specifications		
Requirement	Essential	Desirable
Education	A clinical and current NZ professional registration in one of the following: <ul style="list-style-type: none"> <li>• Occupational Therapy</li> <li>• Reg. Psychologist</li> <li>• Social Work</li> <li>• Fully registered Counsellor (NZAC or DAPAANZ)</li> <li>• Nurse (Therapist)</li> </ul>	Postgraduate qualification in AOD/MH.
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Five years plus clinical experience</li> <li>• Team leadership experience</li> <li>• Experienced whānau inclusive practitioner</li> <li>• Kaupapa Māori knowledge</li> <li>• Training in ACT and/or CBT</li> <li>• Motivational interviewing skills</li> <li>• Experience in using paperless systems</li> <li>• Experience in providing supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Eight plus years clinical experience</li> <li>• Proven track record successfully managing staff teams</li> <li>• Qualifications in supervision</li> <li>• Training in solution-focused therapy</li> <li>• Experience working with youth and whānau</li> <li>• Experience in Treaty and Equity responsiveness</li> <li>• Understanding of issues facing minority and rainbow communities.</li> </ul>
The way we work (expected behaviours)	Stewardship of resources	

	<p>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> 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> 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> 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> 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 & 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.

Print Name:.....

Signature:..... Date: / /

**On Behalf of ADL:**

Print Name:.....

Signature:.....Date: / /