

RAUKAWA CHARITABLE TRUST

Position Description

POSITION TITLE	Kaiārahi – Raukawa Mental Health Therapeutic Team
LOCATION	Tokoroa, Putaruru, Te Awamutu, and Matamata areas
REPORTS TO	Clinical Leader Raukawa Mental Health Services
PURPOSE OF POSITION	To provide a therapeutic mental health service from a Kaupapa Māori framework, to taiohi, rangatahi and whānau from receipt of referral through to discharge from the service.
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

DIRECT REPORTS
None

RELATIONSHIPS	
Internal • Tumu Whakarae • Director Social Work and Therapeutic Services • All Clinical Leads • Tiwai Hauora Staff • RCT Staff • Kaumātua and Kuia • Raukawa Uri and Marae	External • Community Mental Health Services • Community Alcohol and other Drug Services • Primary Health Services • Community Mental Health & AoD Services • General Practitioners • Non-Government Organisations • Government Agencies and Corrections • Schools • Other relevant stakeholders

AUTHORITIES
None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Assessment and Treatment	- Screening and early or brief intervention. - Comprehensive personal and therapeutic assessments (includes cultural assessments). - Ensures needs are not complex or acute but instead mild to moderate. - Counselling and other therapeutic service provision to both individuals and groups where appropriate. - Preventative mental health education is provided to both individuals and groups.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	• “Harm reduction treatment” to reduce harm in attitudes and behaviour. • Provision of violence prevention programmes. • Whānau support and other cultural interventions. • Identifies clients with violent tendencies or requiring anger management. • Actions interventions as part of the care planning and treatment process. • Files and maintains individual care plans, including ongoing assessment, evaluation, follow up and after care treatment. • Reviews and updates individual care plans in a collaborative process during every session including ongoing assessment, evaluation, follow up and after care treatment. • Support service users and their whānau in their role as parents, to identify any parenting support they require, and to facilitate access to parenting education and support programmes. • Ensure advance directives/ plans for acute episodes which incorporate consideration of children’s care. • Collates annual client satisfaction survey. • Māori Models of practice are used consistently.
Liaison with Other Agencies	• Advocates for clients. • Refers clients to appropriate health service provider. • Provides appropriate information to others involved in client’s health care. • Maintains relationships with other service providers. • Facilitation for access to community-based initiatives, dual diagnosis, detoxification, residential and methadone services • Compose quality referrals to other speciality mental and health services for personal, clinical, and cultural assessment and treatment. • Have a full understanding and ability to assess co-existing problems and incorporate into goal planning.
Provision of a Māori Environment / Relationship Management	• Provides access to kaumātua, a Māori environment, rongōā Māori, tohunga, te reo Māori speakers or other cultural needs in accordance with the needs/requests of Tangata Whai Ora. • Ensures practise supports tikanga Māori that relate to the kawa and kaupapa of the service, ie. pōwhiri, mihimihi, karakia, waiata, hui or poroporoaki. • Maintains key links with tangata whenua and other key Māori organisations/rōpu. • Participates in an even dispersion of services across areas within the Raukawa Rohe between the hours of 8.30am – 5.00pm, Monday to Friday and 52 weeks of the year. • Establishes and maintains key relationships within the community. • Liaison with other agencies
Records and Reporting	• Records, files and reviews client information, risks, and goal planning into the Recordbase client management system in a complete and timely fashion.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
	• Collation of resources as required for use • Participates with the National Ministry of Health Activity and Outcome data collection - PRIMHD. • Reports outcomes to ADOM. • PMR is contributed to and submitted quarterly to manager in a timely fashion.
Health & Safety	• Comply with Raukawa Charitable Trust Health & Safety policies, procedures, and systems. • Ensure that he/she works safely at all times and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace.
Team Support	• Attend team hui and monthly staff hui. • Actively contribute to the development of the Raukawa Mental Health Services Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture. • Participates in team hui to support, discuss and maintain service practices. • Contributes to projects and initiatives as required. • Undertakes other duties necessary to support the effective operation of Raukawa Charitable Trust. • Clinical Leader, Senior Therapist and other Kaiārahi have full access to calendar.
Training	• Participate in training including that related to Health & Safety. • Take initiative to identify training and development opportunities for self.
Supervision	• Actively engages in external supervision within two months of commencing employment within this role. • Actively engages in internal supervision. • Actively engages in peer supervision.
Additional Tasks	• 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. • In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response but which may not be related to this position.

POSITION REQUIREMENTS

COMMUNICATION

- All written documentation is legible, concise, and clearly understood.
- All relevant information is entered into the Raukawa record base client management system.
- Ability to communicate knowledgeably and confidently across sectors.
- Has excellent written and oral communication skills.
- Clients demonstrate a clear understanding of the information they have received.

LEADERSHIP

- Demonstrates an ability to lead, support, motivate and empower a team to complete the outcomes set by the funder.
- Leads by example, in particular, taking personal accountability for actions.
- Can initiate advice and direction within the team.

INTERPERSONAL STYLE

- Is thoughtful, resilient, calm, and stable in challenging situations.
- Shows initiative, decisiveness, and openness.
- Is open, honest, and approachable.
- Demonstrates integrity and honesty, ensuring commitments to others are met.

SELF MANAGEMENT

- Daily workload is appropriately managed with priorities identified.
- High standards for own performance are set.
- Is very well organized, with the ability to plan and priorities work demands.
- Self-motivated – an achiever.

RELATIONSHIP MANAGEMENT

- Ability to develop and maintain good working relationships at all levels.
- Has respect for confidentiality and discretion; ability to deal with sensitive issues.
- Clients are treated as individuals and feel they are valued and listened to.

CULTURAL

- Understands the importance of cultural values and of the Treaty of Waitangi.
- Has knowledge of the Treaty of Waitangi and its application to the service.
- Practices in a manner consistent with the Treaty of Waitangi basic principles and partnership issues.
- Understands and can apply the Maori models of health to the service.

OTHER ATTRIBUTES

- Empathy and patience.
- Willing to attend training sessions.

QUALIFICATIONS AND EXPERIENCE

- Staff employed in the Clinical positions will hold experience and a AOD specific qualification from an approved institute or health professional qualification within the meaning of the:
 - Health Practitioners Competence Assurance Act 2003; or
 - Social work registration within the meaning of the Social Workers Registration Act 2003; or
 - A Drug and Alcohol Counselling Certificate at Level 7 or above
 - And possess a current annual practicing certificate from the relevant professional body or DAPAANZ, including working toward achieving it.
- Full Current Drivers' Licence.

JOB DESCRIPTION UPDATED

Date: May 2023

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

_____/_____
(Date)

Employee:

(Signature)

_____/_____
(Date)