**POSITION TITLE**  
Clinical Coordinator CAFS

**DIRECTORATE**  
Mental Health & Addiction Service

**DEPARTMENT**  
Child, Adolescent & Family Service

**REPORTING TO** (operationally)  
Manager CAFS

**REPORTING TO** (professionally)  
Allied Health Director or Professional Lead

### DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS

This role covers the geographical area of Hawke’s Bay in the Hawke’s Bay District Health Board (HBDHB)

- **Staff reporting - Nil**

### PURPOSE OF THE POSITION

- The Clinical Co-ordinator is part of a multi-disciplinary team who will support the Manager by taking on delegated clinical, co-ordination, leadership and operational tasks for CAFS.
- To ensure provision of safe and clinically effective patients/clients/tangata whaiora assessment and intervention, within CAFS with a development of more comprehensive assessments and in depth knowledge and skills.
- The Clinical Co-ordinator will be expected to work with the team and liaise with other agencies to ensure that a high standard of supports are delivered to consumers.
- To act as a clinical resource to the team offering consultation, advice, mentoring and facilitation of evidence based practice.
- To ensure and prioritise a focus on client/patient/ tangata whaiora and their whānau safety and quality relating to care, interventions and processes within CAFS.
- To role model, participate and contribute to the delivery of the Hawkes Bay Health sector vision, values and behaviours.

### DELIVERABLES /OUTCOMES

- Provides day to day clinical leadership and coordination of CAFS service supporting the Manager and the ACNM. This includes effective and equitable allocation of resources, referral management and provision of clinical advice, support and guidance to others.
- Works in partnership with referrers to clearly communicate the role of the team/service and set expectations and boundaries of service delivery.
- Completes tasks delegated by the manager such as recruitment & induction, staff performance reviews, performance management, clinical assurance and complaint management.
- Establishes and maintains active working partnerships with local services and organisations to promote integrated working that improves the outcomes and experience of patients/clients/tangata whaiora and their whānau.
- Directs and delegates day to day deployment of staff as required in the role supported by the manager, ensuring that delegated tasks are completed timely.
- Represents the service at relevant department, clinical and team meetings, leading and facilitating such meetings as required.
- Assesses management of risks for example, clinical, financial, reputational etc.
- Demonstrates negotiation and conflict management skills within the workplace.
- Provides reports to the manager as requested.
- Fosters and develops an environment of team work with positive working relationships and dynamics.
- Leads and contributes to clinical and team meetings, active in leading and facilitating such meetings.
- Assists positively and supports team leaders and professional leaders in clinical assurance and governance activities of CAFS.
- From information available, prioritises client/patient/ tangata whaiora and their whānau to enable appropriate allocation of referrals, delegate’s appropriate tasks and has oversight of workload for staff in the clinical area.
- Takes professional, statutory and organisational responsibility for managing a caseload of client/patient/ tangata whaiora and their whānau with increasing complexity, and be able to independently adapt and make decisions regarding mental health interventions required.
- Carries out comprehensive assessment with patients / clients/tangata whaiora and their whānau with diverse and more complex needs, this may include use of standardised, non-standardised assessments and observations to assist in assessment and intervention planning.
- Formulates and delivers individualised mental health interventions using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This is in partnership with the patients/clients/tangata whaiora and their whānau and the clinical advice of the wider multidisciplinary (MDT) team.
- Role models relationship centred practice and, demonstrates effective communication, to establish a therapeutic relationship and focus on the agreed goals with patients / clients/tangata whaiora, their whānau and multidisciplinary (MDT) team, including the wider health team and external agencies. This includes relaying complex, sensitive and contentious information.
- Takes into account the impacts of cognitive and mental health on the ability to gain informed consent for intervention.
• Regularly reassesses and evaluates the patients / clients/tangata whaiora performance and progress against agreed goals and adjusts intervention as situations change.
• Develops comprehensive discharge/transfer plans with patients/clients/tangata whaiora and their whānau.
• Carries out clinical risk assessments for clients/tangata whaiora and their whānau on caseload and takes action to effectively manage and mitigate identified risks, seeking support where appropriate. This may include assessing harm to self and/or others, elder abuse and neglect, family violence, child abuse, neglect and vulnerable adults.
• Acts as a resource and provides advice for colleagues including offering consultation, advice, mentoring and facilitation of evidence based practice.
• Demonstrates provision of bicultural practice to address inequalities and treaty partnership with evidence of implementing actions within clinical practice towards reducing these for the clients/tangata whaiora and their whānau.
• Demonstrates understanding and provides appropriate cultural practice that incorporates identity and takes into account the complexity of cultural impacts.
• Represents the service and / or individual clients/tangata whaiora and their whānau at clinical meetings and case conferences to ensure the delivery of a coordinated interprofessional service and to ensure mental health interventions are integrated into the overall intervention and is collaborative.
• Completes health record documentation consistent with legal, professional and organisational requirements within the working day.
• Recognises and implements to any applicable recognised evidence based practice in mental health and any relevant research, clinical policies and practice guidelines.
• Engages teaching and coaching with patients / clients/tangata whaiora and their whānau and other professionals to promote health literacy ensuring engagement and understanding.
• Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.
• Identifies unmet needs of patients / clients/tangata whaiora and their whānau creates and implements potential solutions to address these needs.
• Demonstrates an understanding of the roles and contributions of the members of the interprofessional team.
• Leads and works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patients / clients/tangata whaiora and their whānau care and maintaining service delivery.

**Teaching & Learning - Ako Atu, Ako Mai**

• Provides critical analysis, appraisal and integration of current research outcomes and relevant literature in order to maintain advanced levels of knowledge and practice. Demonstrates application of this knowledge in practice.
• Maintains fitness to practice competency and annual practising certificate (APC) to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This must comply with professional registration requirements.
• Leads and contributes to training within CAFS.
• Supervises, educates and assesses students on placements from different institutions.
• Provides mentoring, clinical support and professional supervision.
• Provides interprofessional education in direct clinical area, or discipline specific teaching.
• Maintains an awareness of current developments in mental health and make recommendations to changes in practice.
• Involved in the induction and training of newly appointed staff role models Hawke’s Bay health sector values and behaviours.
• Completes mandatory training as applicable for the role.
• Participates positively in an annual performance review and associated clinical assurance and governance activities.
• Participates positively in professional supervision within with the organisations requirements and regulatory professional body.

**Service Improvement & Research - Te Whakapai Ratonga me te Rangahau**

• Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals.
• Leads and participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.
• Develops and /or participates in regional / sub regional professional networks as appropriate to area of work. Establishes working partnerships with external organisations to promote integrated working.
• Contributes to annual planning process, including identifying gaps in service and participating in work activities that may result from the planning process.
**Practises in a way that utilises resources (including staffing) in the most cost effective manner.**  
**Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children’s Act 2014, Privacy Act, ACC service specifications etc.).**

**HEALTH & SAFETY RESPONSIBILITIES**
HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:
- Not to do anything that puts your own H&S at risk
- Not to do anything that puts others H&S at risk
- To follow all health and safety policies and procedures
- To follow all reasonable health and safety instructions
  (You have the right to cease work if you believe that you, or others, are at risk of serious harm).

**KEY WORKING RELATIONSHIPS**

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>EXTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Teams (Wairoa, NHC, Hastings, CHB)</td>
<td>Service Users</td>
</tr>
<tr>
<td>Other Clinical Co-ordinators</td>
<td>Family / Whanau / Aiga</td>
</tr>
<tr>
<td>Managers</td>
<td>Non-Government Organisations</td>
</tr>
<tr>
<td>Kaitakawaenga/Maori Health Services</td>
<td>Primary care providers</td>
</tr>
<tr>
<td>Professional Leads</td>
<td>NGO service providers</td>
</tr>
<tr>
<td>Other HBDHB Mental Health workers</td>
<td>Consumer organisations</td>
</tr>
<tr>
<td>Wider department nursing team</td>
<td>Community organisations</td>
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<tr>
<td>Wider Organisational Nursing teams</td>
<td>Government agencies</td>
</tr>
<tr>
<td>Chief Nursing and Midwifery Officer</td>
<td>Other mental health services</td>
</tr>
<tr>
<td>Allied Health Staff</td>
<td>Tertiary academic partners</td>
</tr>
<tr>
<td>Medical Staff</td>
<td></td>
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<tr>
<td>Other team members</td>
<td></td>
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<tr>
<td>Administration staff</td>
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**DELEGATION AND DECISION**
- Oversight of daily clinical operations in consultation with the Manager and ACNM.

**SCOPE & COMPLEXITY**
- Support an effective continuum of care for those with moderate to severe mental health and addiction needs requires the development and maintenance of relationships, credibility and the ability to identify the appropriate care needed.
- Supporting a culture that is conducive to achieving National Key performance Indicators as per "Key Performance Indicator Framework for New Zealand Mental Health and Addiction Services" this includes HoNOS, waiting times and Relapse Prevention Planning targets.
- Working with the manager and ACNM to identify multidisciplinary strengths and weaknesses. Supporting the implementation of change in services for consumers to reflect best practice and influencing consumer outcomes.
- Active participation in service area decision making including initiatives to strengthen interventions and engagement practices with Māori, (whānau, hapū and iwi) and integrating Māori models of healthcare.

**HOURS OF WORK**
80 hours per fortnight

**EMPLOYMENT AGREEMENT & SALARY**
In accordance with the DHB’s / PSA MECA, designated role $82 765-$96 008 gross per annum according to qualifications and experience.

**DATE**
October 2019
**ESSENTIAL CRITERIA**

**Qualifications**
Current registration with:
- Allied health regulatory board (e.g. OT board, SW board, psychology board)

**Experience**
- A minimum of five years’ experience working in a Mental Health Service, including Community Mental Health Teams
- Post-registration training in child and adolescent mental health
- Demonstrated experience in caseload / clinical supervision
- Demonstrated experience in delivering professional supervision

**Business / Technical Skills**
- Holds a current annual practising certificate as a registered occupational therapist, registered social worker, and registered psychologist.
- A proficient level or is working towards CASP
- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Demonstrated experience in implementing service improvement / quality initiatives

**Key Attributes**
- Effective communication skills
- Positive attitude
- The ability to identify and develop networks to support self and staff

**Effectively Engaging with Māori**
- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

**Physical requirements for role**
- Able to kneel
- Able to get 1 knee up on bed

**DESIRABLE CRITERIA**

**Experience**
- Postgraduate training in CAMHS
- Postgraduate experience in different therapies

**Business / Technical Skills**
- Experience in leadership roles within multi-disciplinary teams

**Our Vision and Values**

Te hauora o te Matau-ā-Māui: Healthy Hawke’s Bay
Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.

**HE KAUANUANU** RESPECT
Showing respect for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**
Continuous improvement in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA** PARTNERSHIP
Working together in partnership across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**
Delivering high quality care to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Able to walk up 2 flights of stairs without stopping
- Able to do at least 3 half press ups (i.e. on knees)

**Vaccination status for role**
Vaccinations as per the current employee immunisation policy including annual influenza vaccination