

Position Description

Clinical Youth Community Practitioner: Manu Ka Rere

Stepping Stone Trust has been operating since 1990; having grown out of Spreydon Baptist's Community Services and is now the largest NGO provider of Community Mental Health services in Canterbury. The Trust operates a range of Residential, Respite and Community Support services for Youth through to Older Persons for up to 500 Tangata Whaiora/Consumers each week.

Our Vision

To provide an effective Christ-centred mental health service that encourages life, purpose, hope and future

Our Mission

Offering hope and a Stepping Stone in life

Core Values

Faith – belief that God makes a difference

Growth – a journey toward wholeness

Respect – belief in the value of all people

Relationship – belief that we grow and work together with others

Service Effectiveness – giving hope

Service Context

The Manu Ka Rere Youth Mental Health Service is for young people aged 13-24 years who may experience mental health distress and/or Alcohol & Drug issues and provides short-term intervention which includes assessment, treatment and support. This role will coordinate and support youth and families into longer term treatment if required, and provide information on community resources available within the sector.

Role, Purpose and Scope of Role

The Clinical Youth Practitioner role has been developed to support young people between the ages of 13 and 24 years and their families that are experiencing mild to moderate mental distress and/or AOD issues. You will be part of a passionate team to support the implementation of plans, goals and outcomes to ensure that the needs of the Individual and their families are met.

Key components of the role include supporting Manu Ka Rere across Canterbury to work alongside young people and their families who have been referred via Secondary Care, Primary Care, High schools and other agencies. This can require liaising with NGO agencies, Specialist Mental Health Services and the family/whanau support networks.

This role is supporting young people to access services to increase their motivation, wellbeing, and to engage with rural services. A key focus is on supporting Rangatahi to recognise their sense of agency and citizenship.

A Job Description is a broad, general, and written statement of a specific job. It generally includes duties, purpose, responsibilities, scope, and working conditions of a job along with the job's title, and the name or designation of the person to whom the employee reports.

Key Relationships

Reports to

Accountable to

Functionally responsible to

- Youth Community Team Leader
- Manu Ka Rere Team Leader
- Service Manager
- The Manager, Odyssey House

Key Result Areas

1 Model of Care, Policies and Procedure

Key Measurement Criteria	Performance Measure
1.1 Commitment to working within the shared framework of the MDT vision, mission and values.	1.1 Demonstrate alignment with vision, mission and values.
1.2 Stepping Stone Trust policies and procedures are implemented and adhered to.	1.2 Policy and procedures adhered to.

2 Cultural Safety

Key Measurement Criteria	Performance Measure
2.1 Commitment to the principles of the Treaty of Waitangi as they apply to Stepping Stone Trust.	2.1 Demonstrate knowledge and application of the principles of the Treaty of Waitangi.
2.2 Tangata Whaiora/Consumers receive care without discrimination on the basis of race, culture, health, sexual orientation or age.	2.2 Tangata Whaiora/Consumers feedback, peer feedback.

3 Programme Delivery

Key Measurement Criteria	Performance Measure
3.1 With support develop and facilitate educational and supportive groups for Tangata Whaiora/Consumers.	3.1 Tangata Whaiora/Consumers access a structured, safe, and supportive group experience.
3.2 Increase community access for Young People and their referrers.	3.2 Provide screening, assessment, and intervention.

		Facilitate access to CAF Services as required.
3.3	Use several proven intervention models when working with clients	3.3 Case files will indicate a variety of tools used to compliment client needs
3.4	Perform comprehensive assessment based on Clinical perspective	3.4 Case files will be able to validate assessment veracity supported by strong Clinical rationales
3.5	Develop a path to wellbeing based on empirical clinical foundations	3.5 Recovery plans reflect sound application of accepted processes towards wellbeing e.g. evidence of SW process

4 Communication

Key Measurement Criteria		Performance Measure
4.1	Utilise Client Management System to manage timely recording, file systems, record keeping standards/systems.	4.1 Administration is completed in a timely manner in accordance with policy and procedures.
4.2	To work collaboratively with staff providing transparent feedback.	4.2 Staff issues are progressed based on noted feedback.

5 Leadership

Key Measurement Criteria		Performance Measure
5.1	Contributing to and maintaining SST's ethos and values.	5.1 Practicing the ethos and values of SST.
5.2	Model Self-Management.	5.2 Walk the talk and setting an example by doing.
5.3	Practice respect in professional relationships.	5.3 Staff reflect positive and affirming relationships.

6 Reporting

Key Measurement Criteria		Performance Measure
6.1	Incident/Accident reports to be completed in a timely manner in accordance with policy.	6.1 Evidence by adherence to policy.

7 Team Work

Key Measurement Criteria	Performance Measure
7.1 Tangata Whaiora/Consumers are valued through a work environment that implements and models a collaborative team approach to the work. All roles function as part of a greater team of carers and within that team they provide a high level of stable continuous care.	7.1 <ul style="list-style-type: none"> ○ Participating fully in the consultative function of weekly team and peer meetings. ○ Attend staff meetings (paid time). ○ Attend group supervision (paid time). ○ Attend Stepping Stone professional development training. ○ Works alongside/with colleagues with mutual respect.

8 Staff Performance Management

Key Measurement Criteria	Performance Measure
8.1 Where appropriate, identifies professional development needs and training opportunities in consultation with the Service Manager.	8.1 Evidenced in participation of training and development and training records
8.2 Proactively participate in the regular performance review and annual performance appraisal process.	8.2 Completed performance appraisal.

9 Quality Standards

Key Measurement Criteria	Performance Measure
9.1 Know and practice OSH policy.	9.1 Participate in Hazard Identification and Health and Safety processes.
9.2 Understand fire drills and civil defence emergency procedures.	9.2 Participate in fire drills and civil defence emergency procedure training.
9.3 Adhere to Accident/Incident reporting system.	9.3 Accidents/Incidents are reported.
9.4 Uses all equipment correctly, and with proper care and attention, observing education and instruction given.	9.4 Equipment issued correctly.
9.5 Know and practice relevant work place quality standards subject to audit.	9.5 Service adherence to functional quality standards is positively reflected in internal and external audits.

10 Other Duties

Key Measurement Criteria	Performance Measure
10.1 Notwithstanding any respective definition or classification of employment, the employee may be required to undertake other lawfully permitted duties.	10.1 Tasks completed as requested.

Verification

We agreed that this Position Description accurately reflects the key responsibilities of the position of Clinical Youth Community Practitioner at today's date.

Manager's Full Name:

Manager's Signature:

Date:

Employee's Full Name:

Employee's Signature:

Date:

This Position Description will be reviewed at least once a year during the course of the Performance Review Meetings. Any changes which need to be made will be signed off by the responsible Senior Manager and Human Resources.

Person Specification

Clinical Youth Community Practitioner

Manu Ka Rere

Education and Qualifications

- A registerable Allied Health qualification e.g., Social Work, Nursing, Occupational Therapist.
- Demonstrate strong mental health and addiction assessment and analytical skills.
- Full relevant class unendorsed motor vehicle licence.

Technical or Professional Knowledge, Skills and Experience

Attributes

eg. The personal qualities and type of experience/skills required for the role.

- Professionally developed intuition around Tangata Whaiora/Consumers, their needs and life context.
- Ability to identify risk(s) and mobilise effective and speedy intervention.
- Demonstrates short-, medium- and long-term planning capability, with managed follow up processes.
- Excellent and accurate numeric, written, and oral communication.
- Good time management and ability to self-direct, manage and set priorities.
- Compassionate and caring nature.
- Brings a smile and a sense of humour.
- Passion for group work.

Knowledge

eg. The specific knowledge required for the role (legislation, training etc).

- Experience in working with young people experiencing mental distress and dealing with addiction.
- Have an applied knowledge of Youth Development concepts and Youth Health issues (Physical, Sexual & Mental).
- Able to work effectively as part of a mixed agency/NGO team.
- Demonstrates an understanding of administrative systems that ensure clinical processes are properly supported.
- Proven skills in client assessment and engagement.
- Is aware of changes in service delivery needs from funder and adjusts strategies to reach a result.
- Competent knowledge of office software systems, Internet and cloud-based tools.

General Competencies

Alignment to Core Values	<p>Alignment to the vision, mission, and core values of SST</p> <ul style="list-style-type: none">• Faith – supporting Tangata Whai ora (clients) and staff to explore belief in God as a pathway to wellness• Grace – accepting and respecting people regardless• Hope – every person has value, potential and new possibilities• Love – being professional and showing respect in all of our relationships• Integrity – practising accountability with each other and stakeholders.
Teamwork	Maintains healthy team relationships especially with respect to handling conflict; aware of differences in personalities and the importance of positive relationships to achieve outcomes
Teachable	Desires to learn best practice; follows instruction. Able to adapt learned skills to the SST environment.
Communication	Develops rapport easily; addresses issues positively; competent in verbal and written communication.
Team Fit	Aligns with team's values; aware of own strengths and how they affect other people in the team.