

Position Description

Clinical Youth Community Practitioner: CYMHS

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 Community Youth Mental Health Service (CYMHS) is for young people aged 13-18 years who may be facing mental health and/or Alcohol & Drug issues and provides short-term intervention which includes assessment, treatment and support. CYMHS will also coordinate and support youth and families into longer term treatment if required and provide information to other professional services on treatment options available within the wider community and support for young people experiencing mental health and/or alcohol and drug related difficulties.

Role, Purpose and Scope of Role

The Clinical Youth Practitioner role has been developed in order to support young people between the ages of 13 and 18 years and their families that are experiencing mild to moderate mental illness 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 the Youth Addictions and Mental Health Alliance (YAMHA) to work alongside young people and their families who have been referred via Secondary Care, Primary Care, High schools and other agencies and liaising with NGO agencies, Specialist Mental Health Services and the family/whanau support networks.

You will also be required to motivate young people to access the appropriate services that will benefit their wellbeing and removing barriers to health care for youth including in rural areas;

motivating, empowering and equipping young people to make healthy choices and practicing bi-culturally. An ability to work in a team and contribute ideas and knowledge as well as developing and leading group facilitation is also essential.

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	<ul style="list-style-type: none"> Youth Community Mental Health Service Manager
Accountable to	<ul style="list-style-type: none"> Clinical Manager
Functionally responsible to	<ul style="list-style-type: none"> The Manager, Odyssey House Odyssey House and Purapura Whetu colleagues

Internal Relationships

Interactions within SST	The purpose and frequency of these interactions
Service Manager	<ul style="list-style-type: none"> Weekly team meetings, for problem solving, communication, strategy and planning, case review Individual Supervision, as arranged, for the purpose of reviewing and planning work, and monitoring individual performance
Stepping Stone Community Youth Services	<ul style="list-style-type: none"> Interaction as required for the purposes of communicating regarding mutual clients, or the potential transfer of clients
Stepping Stone Administration	<ul style="list-style-type: none"> As required regarding day-to-day needs and employment matters

External Relationships

Interactions outside of SST	The purpose and frequency of these interactions
Other Health Professionals	<ul style="list-style-type: none"> As required to liaise regarding mutual clients Participation in networking and collaborative inter-agency activities
Tangata Whaiora/Consumers Whanau and Significant Others	<ul style="list-style-type: none"> As required and allowed by client, for the purpose of monitoring the client's mental health and responding to matters arising
Health Care Agencies/Community Groups	<ul style="list-style-type: none"> As required and allowed by client, for the purpose of monitoring the client's mental health and responding to matters arising

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 on the basis of 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.

Working Environment and Physical Demands

Stepping Stone Trust aims to provide a safe workplace, where nobody is placed in an environment or asked to do anything which will result in physical or mental harm. Here are some of environments and potential hazards that might be encountered in this role.

*Those in **bold** represent the likely environments of this position*

Office	Residential Facilities	Outdoors
Vehicle	Tangata Whaiora/ Consumers Homes	Community
Hospital	Offices of Specialist Services	

*Those in **bold** represent the likely hazards of this position*

PHYSICAL	BIOLOGICAL	TEMPERATURE
<ul style="list-style-type: none"> ○ Mechanical handling ○ Stacking and storage ○ Transportation (car etc) ○ Confined space/working at heights ○ Ventilation ○ Working at heights in walkways and aisles ○ Equipment guards ○ Energy isolation ○ Noise ○ Vibrating platforms 	<ul style="list-style-type: none"> ○ Insects. ○ Bacteria/Virus. ○ Animals (e.g. Dogs, Rats) 	<ul style="list-style-type: none"> ○ Extremes of heat or cold ○ Hot substances/products ○ Fire hazard
	CHEMICAL	PHYSIOLOGICAL (Factors that may contribute to stress and/or fatigue)
	<ul style="list-style-type: none"> ○ Chemicals and other substances ○ Mist ○ Dust ○ Dangerous Goods 	<ul style="list-style-type: none"> ○ Periods of significantly increased intensity or duration of workload ○ Organisational demands of work (e.g. 24 hour availability) ○ Tight deadlines ○ Provision of support to others during peak periods ○ Shift work
LIGHTING	POWER SYSTEMS	EMERGENCY RESPONSE
<ul style="list-style-type: none"> ○ Lighting levels 	<ul style="list-style-type: none"> ○ Electrical ○ Hydraulic 	<ul style="list-style-type: none"> ○ Responsible for items to be secured e.g. earthquake ○ Evacuation routes
ERGONOMIC	RADIATION	
<ul style="list-style-type: none"> ○ Manual handling ○ Work station set-up 	<ul style="list-style-type: none"> ○ Microwave ○ Infra-red, ultraviolet 	

Those in **bold** represent the essential physical requirements of this position

TYPE	FREQ.	TYPE	FREQ.	TYPE	FREQ.
Sedentary – Sitting	F	Stooping	O	Lifting/Manual Handling	O
Pulling	R	Kneeling	O	Grasping	O
Crouching	O	Typing	F	Crawling	R
Talking	F	Reaching	O	Hearing	F
Standing	O	Repetitive Hand Motions	R	Fine Finger Motions	F
Walking	F	Pushing	O	Driving	F
Climbing	R	Other – please record:			

Note: **C** = Constantly: 67-100%; **F** = Frequently: 34 – 66%; **O** = Occasionally: 1 – 33%; **R** = Rarely: 0 – 1%

Those in **bold** represent the visual requirements of this position

Close Vision	Distance Vision	Colour Vision
Ability to Focus	VDU	No Special Vision Requirements

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.

Education and Qualifications

Qualifications and Experience

Experience and Competency in working with young people experiencing mental illness and dealing with addiction, whether through formal qualifications, placements, or work experience. Workers must have a full driver's license.

Professional Registrations

Relevant HPCA or DAPAANZ registerable qualifications are essential as well as belonging to a professional body. The wider team may also comprise some members who are part way through study, or who hold significant experience.

Technical or Professional Knowledge, Skills and Experience

Social Services

- Experience working across a range of youth services.
- Have an applied knowledge of Youth Development concepts and Youth Health issues (Physical, Sexual & Mental).
- Knowledge and utility of networking in the youth context.
- Proven skills in client assessment, engagement, planning and implementation including brief intervention.
- Experience and knowledge working in the community context.

IT and Internet systems

- Competent knowledge of office software systems e.g. Microsoft Office (Word, Excel), E-mail, Payroll Systems, with the ability to support staff in these applications.
- Confident using the Internet and web tools.

Administration

- Ability to co-ordinate administrative functions to ensure timely reporting
- Demonstrates short, medium and long term planning capability, with managed follow up processes
- Demonstrates an understanding of administrative systems that ensure clinical processes are properly supported

General Competencies (behaviours) and attributes

<p>Alignment to Core Values</p>	<ul style="list-style-type: none"> • Personal alignment to the vision, mission and core values of SST reflect through a personal faith journey. • Demonstrate commitment to SST core values of Faith/Growth/Respect/Relationship/Service Effectiveness through respect for and ability to work within the SST mission, principles and Christian ethos. • Ability to promote a work culture based on Christian values and encourage where appropriate the Christian faith journey of all staff and Tangata Whaiora/Consumers.
<p>Teamwork</p>	<ul style="list-style-type: none"> • Maintains healthy relationships in teams that positively influence Tangata Whaiora/Consumers and organisational culture; especially with respect to handling conflict; aware of differences in personalities and the importance of positive relationships to achieve outcomes. • Aligns with team's values and composition; aware of own strengths and how they affect other people in the team. • Works collaboratively. • Able to work effectively as part of a mixed agency/NGO team
<p>Work Progress</p>	<ul style="list-style-type: none"> • Good time management and ability to self-direct, manage and set priorities. • Can implement own and others ideas. • Committed to Quality Improvement.
<p>Communication</p>	<ul style="list-style-type: none"> • Develops rapport easily; addresses issues positively; competent in verbal and written communication. • Able to discuss strategic and sensitive issues. • Shares Knowledge. • Communication – strategically uses communication to produce enthusiasm and foster an atmosphere of open exchange and support. • Excellent and accurate numeric, written and oral communication.

<p style="text-align: center;">Adaptability</p>	<ul style="list-style-type: none"> • Is aware of changes in service delivery needs from funder and adjusts strategies to reach a result. • Has a professionally developed intuition around Tangata Whaiora/Consumers, their needs and life context. • Problem solver – assesses situations, decides on a course of action and implements this.
<p style="text-align: center;">Personality</p>	<ul style="list-style-type: none"> • Attitude – Compassionate and Caring/Honest/Optimistic/Professional/Resilient/Flexible. • Tact/Discretion/Confidentiality. • Excellent ability to problem solve. • Brings a smile and a sense of humour. • Has a passion for group work.