

Youth Mobile Worker/Clinical Youth Practitioner

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

An organisation which seeks to partner and collaborate with mana whenua ki waitaha to honour the treaty covenant through providing culturally informed services to deliver wellbeing for all.

- *In providing a place of standing, hope, recovery and wellness Stepping Stone Trust seeks to be:*
 - *A mental health provider of first choice;*
 - *A leader in innovation*
 - *Flexible and responsive*
 - *Holistic, client centred and strengths based*
- *Delivering evidence-based practice that provides effective outcomes.*

Our Mission

Motivated by Christ's love, Stepping Stone Trust journeys with people to find a place of standing, hope, recovery and wellness.

Te Roopu o te Taumata Kohatu

Core Values

Faith – supporting tangata whaiora (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.

Hope deferred makes the heart grow sick, but when dreams come true at last, there is life and joy. Proverbs 13:12

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Role, Purpose and Scope of Role

The role spans working across two teams with two different referral streams; Manu Ka Rere, and Youth Mobile who are part of the Youth Community team at Stepping Stone.

The Clinical Youth Practitioner role in Manu Ka Rere exists for young people and young adults aged 13-24 and their families that are experiencing mild to moderate mental distress and/ or AOD issues commonly described as co-existing problems (CEP). Manu Ka Rere provides brief intervention which includes assessment, treatment, and support. Manu Ka Rere supports young people and young adults into longer-term treatment if required and provides information on other professional services or treatment options available within the wider community.

This aspect of the role includes supporting the Youth Addictions and Mental Alliance (YAMHA) to work alongside young adults and young people and their families who have been referred by Secondary Care, Primary Care, High Schools and other agencies and liaising with NGO agencies, Specialist Mental Health Services and the family/whanau support networks.

A key component of this role is motivating young adults and young people to access the appropriate services that will benefit their wellbeing and remove barriers to health care including rural areas.

The Youth Mobile Service exists to provide a high-contact, brief intervention approach for young people aged 14-24, who are experiencing acute distress often identified through an increased risk profile.

Youth Mobile staff:

- Monitor client's mental health and provide feedback to responsible clinicians
- Assist clients and their families to manage acute distress
- Work towards goals set in conjunction with the clinical team overseeing each client

The Youth Mobile Service has regular contact with their clients, with visits a minimum of twice per week, and up to daily visits if required. Youth Mobile is based on recovery principles.

Referrals for Youth Mobile come from Specialist Mental Health Services only.

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Key Relationships

Reports to	<ul style="list-style-type: none"> Youth Community Team Leader (Clinical)
Accountable to	<ul style="list-style-type: none"> Youth Services Manager

Internal Relationships

Interactions within SST	The purpose and frequency of these interactions
Youth Community Team Leader	<ul style="list-style-type: none"> Weekly team meetings, for problem solving, communication, strategy and planning Individual Supervision, as arranged, for the purpose of reviewing and planning work, and monitoring individual performance and practice Daily to review schedule and casework as required
Senior Management	<ul style="list-style-type: none"> Interaction as required to oversee the delivery of service Interaction as required regarding cases needing further input
Other Stepping Stone 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
CYMHS Team Leader	<ul style="list-style-type: none"> Weekly to liaise about current caseload
SMHS	<ul style="list-style-type: none"> For case clinical oversight liaise with Case Manager's/Psychiatrist's on a regular basis, including monthly case review
GPs	<ul style="list-style-type: none"> For case clinical oversight liaison, as needed
Other health professionals	<ul style="list-style-type: none"> As required to liaise regarding mutual clients Participation in networking and collaborative inter-agency activities
Client's Whanau and other supports	<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
Community groups EG – Youth Groups, Schools, Sports Clubs	<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

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Key Result Areas

Client Engagement & Support

Outcome

Working towards recovery, engage regularly with clients for the purpose of monitoring their mental health, resolving crises, and working towards goals

Key Responsibilities include:

- Establish and attend Youth Mobile/ Manu Ka Rere appointments with clients, as agreed
- Perform comprehensive assessment based on Clinical perspective
- Support clients to attend other pertinent appointments – eg. with their Case Manager, Psychiatrist, GP, WINZ, School Dean etc, as required
- Break down goals for client's goals into manageable steps, and proactively support client in achieving the goals set
- Engage with other significant people in the client's life – e.g. parents, flatmates etc, with the client's permission
- Seek to increase client's social functioning and engagement – e.g. supporting sport and recreational activities, school attendance, participation in community activities etc.
- Appropriately apply psycho-education and therapeutic interventions based on evidence-based practice
- With support develop and facilitate educational and supportive groups for Tangata Whaiora/Consumers
- Increase community access for Young People and their referrers.

Client Files, Planning and Reporting

Outcome

To have thorough and accurate individual client files, easy to follow client goal plans, and accurate statistics about work undertaken

Key Responsibilities include

- Complete forms as required to ensure client files are comprehensive and up to date
- Establish, record, monitor and review client goals, in liaison with the client and clinicians
- Record statistics required at the end of each shift
- Write thorough and professional individual client progress notes each shift, reflecting client's mental health state, and progress on goals
- Implement a Wellbeing Plan subject to regular review and risk assessment
- Incident/Accident reports to be completed in a timely manner in accordance with policy.

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Cultural Safety

Outcome

To demonstrate knowledge and application of the principles of the Treaty of Waitangi and work without discrimination

Key Responsibilities include

- Commitment to the principles of the Treaty of Waitangi as they apply to Stepping Stone Trust
- Tangata Whaiora/Consumers receive care without discrimination on the basis of race, culture, health, sexual orientation or age.

Liaison with Client's Supports

Outcome

To communicate frequently and effectively with significant support people in the client's life

Key Responsibilities include

- Communicate frequently to the client's Case Manager
- Seek to engage with and work together with other significant people in the client's life – eg parents, flatmates, school supports

Self Leadership and Development

Outcome

Leads self to ensure own management of workload, and own professional development

Key Responsibilities include

- Plans own study and course participation across each year, in consultation with Youth Community Team Leader, scoped within the Performance Appraisal goal setting process
- Arranges and proactively engages in regular external Supervision
- Manages time across shift, in an effort to be punctual for client appointments
- Effectively uses any down-time for tasks useful for the wider team
- Recovery skills applied reflect best practice therapeutic models e.g. DBT, MBT, Psycho-education

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Team Participation

Outcome

Contribute to a culture of clear communication and team work which foster inclusive and supportive team functioning

Key Responsibilities include

- Liaise with others on shift to ensure personal safety for all members
- Communicate clearly with others around client's wellbeing, needs and risk concerns
- Attend and contribute to Staff Meetings
- Communicate proactively about operational matters
- Attend Stepping Stone professional development training.

Quality Standards

Outcome

Learns and participates in all OSH practices

Key Responsibilities include

- Know and practice OSH policy
- Understand fire drills and civil defence emergency procedures
- Adhere to Accident/Incident reporting system
- Uses all equipment correctly, and with proper care and attention, observing education and instruction given
- Know and practice relevant work place quality standards subject to audit.

Other Duties

Outcome

Completes other lawfully permitted duties as directed

Key Responsibilities include

- Notwithstanding any respective definition or classification of employment, the employee may be required to undertake other lawfully permitted duties.

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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	Client's homes	Community
Hospital	Offices of Specialist Services	

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

PHYSICAL	BIOLOGICAL	TEMPERATURE
Hand and portable tools	Insects	Extremes of heat or cold
Mechanical handling	Bacteria	Hot substances / products
Stacking and storage	Animals (e.g. Rats)	Fire hazard
Transportation (car etc)		PHYSIOLOGICAL (Factors that may contribute to stress and / or fatigue)
Confined space / working at heights	CHEMICAL	Periods of significantly increased intensity or duration of workload
Ventilation	Chemicals and other substances	Organisational demands of work (e.g. 24 hour availability)
Working at heights in walkways and aisles	Mist	Tight deadlines
Equipment guards	Dust	Other (Specify) Provision of support to others during peak periods.
Energy isolation	Dangerous Goods	Shift work
Noise		
LIGHTING	VIBRATIONS	EMERGENCY RESPONSE
Lighting levels	Vibrating platforms	Responsible for items to be secured e.g earthquake
		Evacuation routes
ERGONOMIC	POWER SYSTEMS	RADIATION
Manual handling	Electrical	Microwave
Work station set-up	Hydraulic	Infra –red, ultraviolet

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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		Kneeling		Grasping	
Crouching		Typing	F	Crawling	
Talking	F	Reaching		Hearing	O
Standing		Repetitive hand motions		Fine finger motions	
Walking		Pushing		Driving	O
Climbing		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 Youth Clinical Practitioner and Youth Mobile Worker at today's date.

Manager's Name:

Manager's Signature:

Date:

Employee's Name: (Insert 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 Management Team member, and Human Resources.

Youth Mobile Worker/Clinical Youth Practitioner

Education and Qualifications

Qualifications and Experience

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

Professional Registrations

Relevant HPCA 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
- Have an applied knowledge of Youth Health issues (Physical, Sexual & Mental)
- Knowledge and utility of networking in the youth context
- Proven skills in client engagement, planning and implementation
- Experience and knowledge working in the community context

IT and Internet systems

- Competent general knowledge of office software systems e.g. Microsoft Office (Word, Excel, Power Point), E-mail, Client/Patient Management Systems, with the ability to 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 • Ability to promote a work culture based on Christian values and encourage where appropriate the Christian faith journey of all staff and service users
<p>Teamwork</p>	<ul style="list-style-type: none"> • Maintains healthy relationships in teams that positively influence client 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 • Ability to delegate tasks whilst maintaining responsibility for the final result
<p>Teachable</p>	<ul style="list-style-type: none"> • Desires to learn best practice; follows instruction • Can implement others ideas
<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
<p>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

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