

MAPU MAIA LIMITED

JOB DESCRIPTION

JOB TITLE

Regional Clinical Practice Leader

PURPOSE

- Lead and coordinate the delivery of clinical and therapeutic support to Pasifika individuals, families, groups and affected others experiencing harm from problem gambling and co-existing issues such as mental health and family wellbeing.
- Oversee the effective and efficient operation of the Mapu Maia clinical work.
- Oversee the effective and efficient operation of the Wellington office.
- Oversee and deliver public health education, advocacy, and community engagement to raise awareness about factors contributing to gambling harm and how to reduce harm for Pasifika individuals, families, and communities.
- Monitor and manage Client Management Database.
- Deliver training on client management database.

SPECIFIC DUTIES & RESPONSIBILITIES

Leadership

- Coordinate and manage the delivery of agreed clinical specifications, brief interventions, full interventions, facilitations, follow up and groups.
- Ensure all agreed contract outcomes are met within your Region.
- Ensure clinical targets are met.
- Ensure the compliance of data input is accurate, timely and of high quality.
- Coordinate referrals to ensure that they are completed within a timely manner.
- Complete monthly service reports in a timely manner.
- Ensure Counsellors meet all case management and reporting requirements accurately and in a timely manner.
- Ensure clinical documentation meets internal audit criteria.
- Manage and support Peer support.

Public Health

- Collaborate with lead public health promoters on Mapu Maia community programs.
- Collaborate with Taiala's and Peer support on Mapu Maia community programs.

- Collaborate with public health lead promoters and support agreed National public health events.
- Collaborate with lead public health promoters on Gambling Harm Awareness Week activities.

Service Promotion

- Engage effectively with the Pasifika mental health and addictions sector to support Mapu Maia in a wide range of organisations and to improve access to services.
- Build relationships with Pasifika mental health, addictions and PHOs to increase referrals.
- Maintain Pasifika stakeholder relationships and ensure stakeholder engagement is documented on the Stakeholder Database.
- Develop relationships with organisations that work with Pasifika people to encourage help seeking behaviour to support achievement of the Vision.

Management

- Effectively manage referral processes in a timely manner
- Manage counsellors and caseloads.
- Manage and support Case Reviews.
- Support all staff within your Region.
- Recruitment and training of staff as required and as directed by National Clinical Manager
- Induction of new staff.
- Manage Data deficiencies.
- Manage and support Peer support.
- Lead by example in meeting Supporting Parents Healthy Children strategy obligations.
- Support the recruitment of staff consistent with Mapu Maia standards, policies, and procedures.
- Prepare necessary reporting documentations and data in a timely manner at the end of each reporting period.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.

- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Skills and Experience

Qualifications

- Graduate qualifications from New Zealand recognised tertiary institution in counselling, applied mental health sciences, psychology, psychotherapy, or social work, minimum level 7.
- Minimum 5 years' experience in a Clinical leadership role desirable.
- Qualification in Clinical Supervision is desirable
- Full registration of appropriate professional body.
- Full and clean Driver's License.

Counselling

- Minimum 5 years' practice experience.
- Experienced in Trauma informed practice.
- Experienced in leading Pasifika and non-Pasifika Counsellors and overseeing best practice in therapeutic care.
- Knowledge of a wide range of assessment and screening tools.
- Experienced in working with Pacific Peoples as clients and with Pacific families and communities.
- Knowledge of Pacific treatment models of care.
- Ability to practice holistic models of care.
- Willingness and/or experience in working in Prisons and with Probation services.
- Willingness and ability to work with Māori clients and whanau.
- Experienced manager with good HR knowledge and understanding of workforce development.

- Experienced in providing high quality performance reports.

Public Health

- Good general Knowledge of the broad principles of Pasifika Health Promotion.
- Interest in Pasifika community engagement and local advocacy.

Stakeholder Engagement

- Knowledge of the mental health and addictions sector.
- Proven local networks especially with the Pasifika mental health and addictions sectors.
- Experiences working collaboratively with Pasifika providers, mental health and addictions services, family violence services and government agencies.
- Experience in engaging effectively with the mental health and addictions sector to support Mapu Maia in a wide range of organisations and to improve access to service.
- Proven Pasifika networks especially with the mental health and addictions sectors.
- Ability to engage and communicate well with community leaders, C4 sector (Pubs and Clubs Trusts and venues) and health professionals.

Legislation

- Understanding of key legislation such as the Privacy Act, Mental Health and Addictions Act, Gambling Act, Vulnerable Children's Act.

Workplace Competencies

- Leadership and Teamwork
- Provide thought leadership to projects and problems at the regional and national level as required.
- Lead staff with integrity, providing coaching and guidance with appropriate levels of accountability.
- Participate in Mapu Maia team projects and supports colleagues achieve the Vision and Mission of Mapu Maia.
- Maintain open dialogue with line manager.
- High degree of initiative and is able to manage competing work demands.
- Strong organisational skills and ability to self-manage.

Staff Management

- Effective coach with the ability to support staff learning and development.
- Ability to manage staff leave, performance and behaviour consistent with policies, processes and values.
- Ability to support the recruitment of staff consistent with PGF Group standards, policies, and procedures.

Communication

- High standard of written and verbal communication skills.
- Able to speak in public forums with confidence and represent Mapu Maia.
- Fluency in a Pacific language an advantage.

Computer Literacy

- High level of competency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, One Note, etc.) and in the database systems.
- Able to use video conferencing tools to facilitate engagement with colleagues.

Health and Safety

- Understands and complies with health and safety requirements.

Quality Management

- Works to the standards of the Mapu Maia Quality Management System.

Cross-cultural Understanding

- Supports and promotes cross-cultural understanding inside the organisation and within the team.

Treaty of Waitangi

- Understands the principles of the Treaty of Waitangi and its impact of work practices and service delivery and maintains cultural competency for self and the team.

Values

- Demonstrates the Values of Mapu Maia.