

## Position Description

<b>Position Title</b>	Youth AOD Case Manager
<b>Service Group</b>	BOP Child/Adolescent Mental Health and Addiction Services
<b>Team</b>	Sorted - Youth AOD Service BOPDHB
<b>Reports to</b>	Sorted Youth AOD Coordinator
<b>Direct Reports</b>	None
<b>Authority Level</b>	N/A
<b>Issue Date</b>	
<b>Approved By</b>	

### The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

**Vision:** Healthy, thriving communities.  
**Mission:** Enabling communities to achieve  
**Our Values:** Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

### Primary Purpose

*The Intensive Specialist Youth AOD Key Worker will work to support young people accessing an extended period of respite for purposes of intensive intervention to make changes regarding their mental health and/or addiction issue, as part of their recovery journey. This will include development and delivery of a programme of intervention as well as support pre and post respite for the young person, their whanau and the referring Youth AOD service. This position will also have a key role, with support of the Youth AOD Coordinator, in consult/liaison support for all Youth AOD providers contracted by BOPDHB.*



Key Responsibilities	Outcomes
Management of Clinical Practice	<ul style="list-style-type: none"> <li>• Administrative responsibilities- documentation of all clinical, client and stakeholder discussions and actions is current, accurate, accessible and timely. Computer records are maintained also to ensure client safety and confidentiality.</li> <li>• To develop a programme of intervention for the Intensive AOD Respite Service, including review and ongoing service development.</li> <li>• To collaborate with the client, whanau, referring service and other key stakeholders as appropriate, to identify plans/goals for the young person's engagement with the Intensive AOD Respite Service and ensure these are reviewed throughout treatment.</li> <li>• To collaborate with the client, whanau, referring service and other key stakeholders as appropriate to transition the client out of the Intensive AOD Respite Service and provide after-care as negotiated with the referring service.</li> <li>• To deliver both an intensive AOD/CEP intervention programme (primarily 1:1) with young people accessing the service.</li> <li>• To establish and strengthen existing networks with other Youth AOD providers as well as other key stakeholders and to play a key role, with support of the Youth AOD Coordinator in developing more formalised pathways for consultation and liaison with these providers.</li> </ul>
Professional Responsibility	<ul style="list-style-type: none"> <li>• Accepts responsibility for ensuring that practice and conduct meet the standards of professional, ethical and relevant legislative requirements.</li> <li>• Accepts responsibility for own professional development to maintain and develop current clinical and management knowledge base.</li> <li>• To attend relevant training and development courses to ensure personal continuous professional development.</li> </ul>
Interpersonal Relationships	<ul style="list-style-type: none"> <li>• Incorporates authentic therapeutic use of self and interpersonal and micro-counselling skills.</li> <li>• Works and communicates effectively as a member of the multi-disciplinary team, demonstrating individual responsibility and accountability.</li> </ul>



	<ul style="list-style-type: none"> <li>Models an ability to manage conflict constructively.</li> </ul>
Inter-professional health care and quality improvement	<ul style="list-style-type: none"> <li>To regularly attend and contribute to wider team meetings including MDT's.</li> <li>To establish and maintain a wide range of networks with key stakeholders including BOPDHB Youth AOD Providers, Youth Justice, Oranga Tamariki, Police Youth Aid and other NGOs..</li> <li>Demonstrates continuous commitment to quality improvement initiatives.</li> <li>To work to improve the quality of care for clients through sharing of information to inform assessment and treatment planning.</li> <li>To be a resource person, with support of the Youth AOD Coordinator, for NGO based BOP Youth AOD Providers for consultation and liaison purposes.</li> </ul>
Cultural Safety	<ul style="list-style-type: none"> <li>Demonstrates awareness of the impact of own cultural background, attitudes and values</li> <li>Demonstrates that cultural and spiritual needs of young people are met with sensitivity, including those of family/Whanau and significant others.</li> <li>Demonstrates an in-depth knowledge of youth culture in all its diversity as well as youth friendly and engagement-focused practice.</li> </ul>

Key Relationships	
Internal	External
<ul style="list-style-type: none"> <li>Sorted- Youth AOD Service</li> <li>MICAMHS Adolescent Team, WBOP</li> <li>Voyagers, EBOP</li> </ul>	<ul style="list-style-type: none"> <li>Alternative Education Providers</li> <li>Police Youth Aid</li> <li>Secondary Schools</li> <li>Youth Justice</li> <li>NGO's</li> <li>Oranga Tamariki</li> </ul>

Person Specification		
	Essential	Desirable
Qualifications	<p>Registered Health Professional</p> <ul style="list-style-type: none"> <li>Current Practising Certificate/registration in discipline.</li> <li>New Zealand Driver's license- clean</li> </ul>	<p>Post graduate studies in addiction and/or Co-existing Problems.</p>



Experience	<ul style="list-style-type: none"> <li>• Extensive (at least 3 years) clinical experience with skills/competencies appropriate to MH &amp; AOD</li> <li>• Proven clinical credibility and a commitment to evidence based practice.</li> <li>• A commitment to the provision of quality mental health care.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Demonstrates cultural safety in the practice setting.</li> <li>• Demonstrates initiative and flexibility.</li> <li>• Commitment to own professional development</li> </ul>	<p>Experience in service development, review and implementation.</p> <p>Experience working with <u>young people</u> with AOD and/or CEP issues.</p>
Values	<ul style="list-style-type: none"> <li>• Demonstrates behaviours consistent with the BOPDHB values.</li> </ul>	

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

**Health Practitioners Competence Assurance Act 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

**Vulnerable Children Act 2014**

Due to this position having contact with children and the BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

**Position Holders Declaration**

I certify that I have read, understand, and agree to this position description.

**Name:** \_\_\_\_\_



**Signature:**

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**Date:**

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**Attitudes and behaviours  
We want to see**

**Outcome  
Everyone we come into  
contact with will feel...**

**Attitudes and behaviours  
We don't want to see**

**C Compassion**

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

**Cared for and respected**

**Treated with respect and cultural sensitivity**

**Valued and engaged**

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

**A All-one-team**

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

**Clear about what's happening**

**Listened to**

**Involved in a partnership model**

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

**R Responsive**

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

**Positively welcomed**

**Supported, so they would want to be cared for or work here**

**We are flexible and efficient, and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

**E Excellence**

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture of high achievement**

**Things are always improving**

**Safe**

**We are role models who are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

