

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE:	Mental Health Support Clinician
DEPARTMENT:	Student Health Services
SCHOOL / DIVISION:	Student Services
REPORTS TO:	Mental Health & Well-being Clinical Group Leader (CGL) Head of Student Health Services
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

This is a position, accountable for the development and delivery of high-quality Mental Health Assessment and Support for all eligible students at the University of Otago.

2. ACCOUNTABILITIES:

Mental Health Clinicians are committed to upholding the Principles of the Te Tiriti o Waitangi and incorporate Kawa Whakaruruhau, cultural safety, within the Maori context as well as its broader application, to encompass and acknowledge all individuals in their uniqueness and diversity; to achieve the shared goal of health and wellbeing for University of Otago students.

This position will be accountable for the following:

- Provision of mental health assessment, crisis response, brief intervention and triaging to appropriate agencies.
- Provision of support and advice to staff members who are responsible for student well-being.
- Promotion of mental health and well-being within the University community.

3. POSITION SPECIFIC ACCOUNTABILITIES:

Provision of Mental Health Assessment, Crisis Response and Brief Intervention

- Providing mental health assessments, crisis response, brief intervention and triaging to appropriate agencies:
 - Manage daily appointments to meet demand.
 - Students given information on services available and leaves appointment with a clear outcome/plan of care.
 - Outcome / plan of care documented in Medtech.
 - Clinical risk assessment documented in Medtech.
 - Liaison with relevant Student Health clinical staff around issues arising as required.

- Referrals to Student Health counselling, other University Services, External Agencies completed as required.
- Identifying key goals and outcomes, with CGL:
 - Annual review to determine goals.
 - Quarterly / Annual PDR progress reports.
- Reporting on progress against performance targets to CGL as required:
 - Monthly meeting with CGL.
 - Weekly meeting with MHS clinicians, Psychiatrist and counsellors.
- Monitoring and improving systems, methods, efficiency, and quality of services provided:
 - Patient satisfaction survey completed annually.
 - University annual student and department survey.
 - Peer review.

Provision of support and advice to University staff who are responsible for student well-being

- Providing advice to University staff on mental health and well-being services.
- Provide support and advice to staff on students of concern:
 - Assist with developing a care plan.
 - Address safety concerns.
- Identify training /skill needs of College / Departmental staff – provide educational sessions if appropriate or refer to Human Resources.

Promotion of Mental Health and Well-being

- Develop an annual plan, with CGL & HOS:
 - Identify and plan yearly orientation /training / education requirements for Colleges and Departments.
 - Reporting on progress against performance targets to CGL as required.
- Proactively initiating and promoting policies and procedures concerned with maintaining and improving mental health and well-being.

Communications and Relationship Management

Managing key relationships internal and external to the University. Activities include:

- Attendance at Student Health meetings.
- Liaising / contributing to other University groups and committees as required.
- Managing all relationships to promote the desired image of the Division.
- Developing relationships with relevant members of the University, Colleges, Academic Departments, Support Services, and Student Services.

3. KEY RELATIONSHIPS:

Internal

- Students.
- University staff - Academic and Operations.
- Risk, Assurance and Compliance Office.
- Office of Sustainability.
- Health and Safety.
- Human Resources.

External

- Otago University Students' Association.
- Local Social Agencies.
- Southern District Health Board and associated PHO.
- Primary Health Care Practices and Community NGO's.
- Laboratories.
- ACC.
- Ministry of Health.
- Relevant professional bodies.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- A relevant tertiary qualification or equivalent; Registered Nurse, Occupational Therapist, Social Worker, Clinical Psychologist, Counsellor – must have valid APC and registration with the appropriate professional body.
- Experience working in a mental health environment and experience in completing comprehensive mental state assessment.
- Experience working in similar roles.
- Experience using Patient Management Software and Microsoft office products.

Preferred

- Experience working in the tertiary sector.
- Previous experience working in a primary health environment.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Ability to provide comprehensive clinical assessment.
- Client centred with a strong service ethic.
- Collaborative, with the ability to develop and maintain effective professional relationships with colleagues in a multidisciplinary team.
- Critical thinking and problem solving skills relevant to position.
- Effective communicator with the ability to write clear, user friendly documentation for multidisciplinary healthcare purposes.
- Flexible, adaptable and professional during uncertainty and ambiguity.
- High level of self-motivation; able to organise own workload and work in a variety of settings - from delegated tasks to autonomous consultations.
- Commitment to on-going quality improvement.

6. SPECIAL REQUIREMENTS:

- Capability to work in an environment where exposure to infectious diseases may occur.
- Expectation of relevant vaccination and immunity screening history.
- Meets Children's Act requirements.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. EQUITY:

Act in a manner consistent with the University's equity, diversity and inclusion commitments, as articulated in the Equity and Diversity Strategic framework and University equity policies.

12. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.