

**Job Title:**AOD Clinical Counsellor /Kai Mata Ora (0.6 FTE)

**Department:** Te Ara Mahi

**Reports to:** Manager, Te Ara Mahi

**Organisational expectations:**

Te Puna Ora o Mātaatua expects all employees to always maintain acceptable standards of conduct having regard to the reputation of the Organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora o Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

* Provision of counselling and mental health and addiction support services to individuals, groups, and whānau, in need.
* Facilitate and co-ordinate AOD therapeutic and/or Rongoā group workshops.
* Lead the programmes, initiatives, and events that have a mental health support focus on behalf of Te Puna Ora o Mātaatua.
* Provide industry specific advice, intelligence, and consultancy to staff and organisational leadership in terms of the mental health and addictions sector as required.
* Lead the development of a Te Puna Ora o Mātaatua crisis management team under the guidance of ELT and SMG colleagues.
* Promote the counselling service and programme through all relevant portals and forums.
* Attend and participate in multi-agency hui relevant to delegated caseload, and organisational growth activities.
* Assist kaimahi with mental health and wellbeing strategies as required.
* Participate in designated Ngā Mata Wai Ora programmes and activities.
* Facilitate the referral process into rehabilitation services.
* Participate in organisational response to community / weather events.
* Enter all data into Ara Whānui in accordance with agreed timeframes and standards, and contract outcomes.
* Provide data for internal and external reporting as required.
* Carry out additional ad-hoc tasks within reason as requested by the Manager.

**Competencies, abilities, and attributes:**

* Must have relevant clinical qualifications and certification in counselling, mental health and addictions sectors.
* Ability to understand, empathise and assist individuals and whānau to achieve mental health wellbeing.
* Confidence to promote and enhance the Counselling Service in all forums and audiences.
* Strong time management and report writing skills.
* Attention to detail, confidentiality, and professionalism.
* Self-motivated and ability to prioritise work.
* Ability to work under pressure and ensure deadlines are met.
* Advanced level of literacy in office systems, including the Microsoft Office suite of products.
* Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whānau, hapu and hāpori of Te Puna Ora o Mātaatua.
* Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
* Knowledge of and competence in Te Reo me ōna Tikanga Māori.