



Job Title: AOD Clinical Counsellor
Hours: 22.5 hours per week
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 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.