



- Work closely with schools, educational staff, and community organisations to address academic and behavioural issues related to mental health.
  - Participate in multidisciplinary team meetings, case conferences, and Individual Education Plan (IEP) meetings as required.
  - Discuss all instances where there is a risk to or from a client and their family with the Director or Clinical Lead as soon as possible.
- Whānau Education and Support:**
- Educate whānau about their child's mental health condition, treatment options, and strategies for managing symptoms at home and school.
  - Provide culturally appropriate resources and referrals to support services, such as parenting programmes, support groups, and community-based services.
  - Engage whānau in treatment planning and encourage adherence to prescribed medication and therapy regimens.
- Documentation and Compliance:**
- Maintain accurate and timely documentation of patient care, including assessments, treatment plans, progress notes, and medication records. on Cliniko after each and every appointment; within 5 days for standard clients and within that same day of the appointment for any clients that have an element of risky behaviour, or suicidality identified.
  - Ensure compliance with New Zealand's healthcare regulations, including adherence to ethical standards and privacy laws such as the Health Information Privacy Code.
  - Participate in quality improvement initiatives to enhance the care provided to children and adolescents.
- Professional Development:**
- Will attend Clinical Supervision every 2-4 weeks by an appropriately senior clinician, where will discuss all clinical matters and those relevant for clinical supervision in respect to patients seen at Totally Psyched (only) and as consistent with ethical practice guidelines by the NZ Nursing Council. For the first month, supervision will be required weekly to support integration into the clinic.
  - Stay informed about the latest developments in child and adolescent mental health through ongoing education and professional development.
  - Participate in training and workshops specific to the New Zealand context, including cultural competency training and the principles of Te Tiriti o Waitangi (The Treaty of Waitangi).
  - Mentor and educate nursing staff and psychological students on best practices in child and adolescent mental health care.

The above list is not exhaustive, and the role may change to meet the overall objectives of the business.

- Other Duties**
- Fulfil other duties as required by management or other department personnel as requested

- Required qualities**
- Education:** Master's or Doctorate degree in Nursing with a specialisation in psychiatric-mental health from a recognised programme.
- Registration:** Current registration with the Nursing Council of New Zealand as a Nurse Practitioner.
- Certification:** Endorsement as a Nurse Practitioner in a psychiatric-mental health specialty, with a focus on child and adolescent psychiatry.
- Experience:** Previous experience in paediatric or adolescent mental health settings is highly preferred.

**Skills:** Strong diagnostic and therapeutic skills, excellent communication abilities, competency in cultural responsiveness, and experience in crisis management. Professional and courteous approach

**Desired competencies**

- Analytical thinking
- Initiative
- Business awareness
- Tenacity
- Strategic thinking
- Positive approach to change

**Personal attributes**

- Professional approach (essential)
- Confident manner (essential)
- Positive approach to change (essential)
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail
- Warm and supportive to others
- Professional standard of dress

**Other**

- Proficiency with digital and computing devices
- Advanced working knowledge of Microsoft Word, Excel and Powerpoint desirable

**This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.**