



Job Title: Kai Mata Aho (AOD Clinical Counsellor / Crisis management)
Hours: 30 hours per week
Department: Ngā Mata Wai Ora (Counselling)
Reports to: Kaiwhakahaere o Ngā Mata Wai Ora (Counselling Manager)

Organisational expectations:

Te Puna Ora O Mataatua 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 Mataatua, 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 Mataatua.

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 whanau 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 Mataatua.
- 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 Mataatua 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 internal staff with mental health and wellbeing strategies as required.
- Participate in designated Nga Mata Wai Ora programmes and activities.
- Understanding of referral process into rehabilitation services.

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 whanau 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.
- Knowledge of Te Reo me ōna Tikanga Māori

- Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mataatua.
- Commitment to the Vision and Values of Te Puna Ora o Mataatua.
- Knowledge of Te Reo me ōna Tikanga Māori.