



Our Vision: People who experience mental illness living well

Our Mission: Comcare will contribute positively to the recovery of people who experience mental illness through the provision of quality community services and social housing and support mental health sector development.

Job Description

Title: Senior Complex Case Coordinator / Allied Health Professional

Location: 334 Lincoln Road, Christchurch

Reports to: Team Leader, Community Integration Service

Supervises: Casework supervision of team members co-working transitions.
No direct line management responsibilities

Main Purpose of Position:

This position is a combination of a service delivery role and developmental role that offers the opportunity for a skilled Allied Health staff member with mental health experience to engage in the more complex transition work of the Community Integration Service, provide staff support and casework supervision to assigned transitions and provide clinical guidance to the Community Integration Service alongside the Clinical Team Leader.

Other responsibilities:

- With other health professionals employed by Comcare, the position also provides clinical support to other Comcare Services on request.
- The opportunity also exists for the incumbent to explore and develop the application of their discipline specific skills within a progressive community-based organisation.

Functional Relationships:

Internal	External
Service Manager	Specialist Mental Health Services
Triage Practitioner	MH Sector Consumer and Family
Team Leaders and staff	Advocates/support services
Comcare Staff	Residential Services Managers and staff
Service Users	Community and related NGO services
	Local and Central Government Agencies

Authorities: As per Delegations policy



Functional Relationships:

Key Responsibilities	Required Outcomes/Results
<p>Assisting the Team Leader to:</p> <ul style="list-style-type: none"> • Promote the service and network within clinical services and community agencies • As part of intake processes, engage with referrers to determine client, family and clinical support needs to facilitate the creation of a single transition plan, involving all parties • Supervise Complex Case Coordinators casework 	<ul style="list-style-type: none"> • Community Integration function will be well understood by referrers; referral rate to service will be maintained; descriptions of positive CIS outcomes will be shared with sector; the sector will understand the competencies and professional approach of CIS • Participate proactively in, and facilitate where appropriate, planning meetings with all stakeholders to ensure planning is client centred and agreement is reached on a single plan moving forward for the transition • With the team leader, supervise assigned Complex Case Coordinators casework to ensure policies and procedures of Comcare and CIS are being followed, that the work is meeting the required goals of the transition plan, and that practice is recovery focused and client/family centred and that outcome proposed are sustainable and meet the clients long term support needs. Supervise at least one third of the team's caseload
<p>As a CIS Team member:</p> <ul style="list-style-type: none"> • Undertake more complex transitions for the team • Work with an assigned caseload • Complete all case notes, administration and statistics as required 	<ul style="list-style-type: none"> • Utilising your higher skill set, undertake complex transitions, particularly those involving multi agency co-ordination and relationship building. Transitions will be well organised, timely and demonstrate high level skill in creating sustainable support packages for people with complex needs • Maintain a caseload of at least 6 individual clients • Maintain up to date case notes in required format, stats are completed within required timeframes, all requests from administration and team leader for completion of required tasks around vehicles, phones, training etc are progressed as per Comcare policies and procedures and in a timely fashion
<p>Discipline specific work:</p> <ul style="list-style-type: none"> • Apply the skill set of your discipline to the work of CIS and Comcare 	<ul style="list-style-type: none"> • Explore the role and contribution an Allied Health practitioner can offer clients of CIS and Comcare • Make recommendations to management on developments and training for Comcare staff relevant to your profession • Provide discipline specific assessments or reviews where transition coordinators feel unable to find a clear path forward • As time allows, offer assistance to other Comcare staff with discipline specific work



	<ul style="list-style-type: none"> With other health professionals employed by Comcare, assist Comcare staff manage situations where the health and welfare of a client are of concern. This usually involves a brief assessment and navigating the health system to ensure the clients clinical care needs are met.
<p>Comcare Trust recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems; operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills knowledge and abilities of the employee. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and their immediate manager, and the decision for their allocation will be reached jointly.</p>	

Person Specification:

Feature Sought:	Essential:	Desirable:
Qualifications	<ul style="list-style-type: none"> Allied Health Practitioner – Mental Health 	<ul style="list-style-type: none"> Tertiary Qualification in mental health related occupation (e.g. Nursing, Social Work, Occ. Therapy)
Experience	<ul style="list-style-type: none"> Minimum 3 years mental health sector or related field 	<ul style="list-style-type: none"> Canterbury based experience NGO experience Specialist Mental Health Service CDHB experience
Mental Skills & Abilities	<ul style="list-style-type: none"> Positive attitude Strong problem-solving ability Organised 	<ul style="list-style-type: none"> Understanding of Recovery principles and Strengths approach Creative with problem solving
Manual Skills & Abilities	<ul style="list-style-type: none"> Motivated Clean Driver Licence Computer literate 	<ul style="list-style-type: none">
Social/ Interpersonal Skills	<ul style="list-style-type: none"> Employability Skills Well-developed communication and Interpersonal skills Clear boundaries 	<ul style="list-style-type: none"> Good working relationships across the mental health sector
Personality Qualities	<ul style="list-style-type: none"> Empathetic View all people as having potential for change 	
Temperament	<ul style="list-style-type: none"> Good sense of humour – Patient Outgoing Values all people Team Player 	



October 2020

Signed by:

Date:

Employee:		
Employer:		