

## **JOB DESCRIPTION**

**POSITION:** Clinical Team Leader

**LOCATION:** 173 Captain Springs Road, Onehunga, Auckland.

**REPORTING TO:** Clinical Director

The Clinical Team Leader supports staff in the day-to-day clinical operations of the Mobile Clinical Team in accordance with RASNZ's mission statement, clinical vision, and current policies. In addition to providing leadership and coordination, the Clinical Team Leader will occasionally provide one-to-one clinical work as required.

### **Key relationships:**

- Clients from refugee backgrounds
- RASNZ staff
- Clinical Team Leaders
- Clinical Director
- Cultural Director
- Administration
- District Health Boards across the Auckland Region
- Former Refugee Communities
- Other specialist agencies across the Auckland Region that provide services to former refugees.

### **Strategic Objective:**

- To contribute to the successful resettlement of refugees in New Zealand by supporting RASNZ to develop and implement high quality mental health assessment and intervention programmes.

### **RESPONSIBILITIES and DUTIES**

- The day-to-day running of the Mobile Clinical Team.
- Provide clinical oversight for Mobile Clinical Team by ensuring quality of service, client safety, and a healthy workplace environment.
- Support the Clinical Director to implement RASNZ policies and to deliver organisational KPIs to meet Te Whatu Ora and UNHCR targets and service plans.
- Ensure referrals are acknowledged, triaged, and allocated promptly.

- Actively manage clinical risk according to RASNZ policies and procedures and inform the Clinical Director.
- Ensure clinician's files and caseload management is regularly audited and their practice management, and performance, are supported.
- Lead weekly multidisciplinary case reviews and ensure the whole multidisciplinary team systematically and regularly review all active clients.
- Liaise and work cooperatively with RASNZ Team Leaders across all RASNZ work strands.
- Maintain active links with other agencies, cooperating to provide the best-coordinated service.
- Provide staff supervision to ensure all clinical reporting and documenting is of a high standard. Undertake performance reviews, identify, and implement staff professional development and supervision needs.
- Promote a fully integrated service that actively encourages interdepartmental collaboration and cohesion.
- Review quality assurance procedures and ensure the funders' expectations and agency best practices are met.
- Undertake regular staff meetings and maintain effective communication between staff and the Clinical Director.
- Support the Clinical Director with strategic planning.
- Ensure that all health, safety, and security protocols at the Onehunga site are met, and report incidents as soon as possible.
- In conjunction with the Clinical Director, undertake the recruitment of new staff, and provide appropriate staff orientation and induction programmes, including policy instruction.
- Represent RASNZ at community and inter-sectorial meetings.
- Liaise with the Clinical & Cultural Directors to develop cross-cultural awareness and attend RASNZ Advisory Board meetings.
- Deliver training and professional development internally for RASNZ and to external agencies.
- Attend regular internal supervision with the Clinical Director and attend regular external supervision.
- Utilise professional development resources to develop management, leadership, and clinical skills.
- Be willing to support RASNZ across departments when needed.

**Qualifications:**

- Post graduate clinical qualification in Psychology, Psychotherapy, Counselling, Social Work, Nursing, or Occupational Therapy, with New Zealand professional body registration.