

## POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

29.01.2024

**Te Whatu Ora Waitaha Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

<b>Position Title:</b>	Administrator, Director of Area Mental Health Services (DAMHS) Office	
<b>Reports to:</b>	Coordinator, DAMHS Office Director of Area Mental Health Services (DAMHS)	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>• Director of Area Mental Health Services</li> <li>• Director of Area Addiction Services</li> <li>• DAMHS Office staff</li> <li>• Clinical Staff, SMHS</li> <li>• Administration Staff, SMHS</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• Police</li> <li>• Justice Department</li> <li>• Family Court</li> <li>• District Inspectors</li> <li>• Ministry of Health</li> <li>• Nova Star Treatment Centre</li> </ul>
<b>Organisational Vision:</b>	The Canterbury District's vision is to promote, enhance and facilitate the health and wellbeing of the people of Waitaha Canterbury.	
<b>Organisational Values &amp; Philosophy:</b>	The Canterbury District is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the District are the values of the organisation: <ul style="list-style-type: none"> <li>• Care &amp; respect for others</li> <li>• Integrity in all we do</li> <li>• Responsibility for outcomes</li> </ul>	
<b>Role Purpose:</b>	The Administrator will ensure that legislative obligations relating to the Mental Health (Compulsory Assessment and Treatment) Act, the Substance Addiction (Compulsory Assessment & Treatment) Act, the Intellectual Disability (Compulsory Care and Rehabilitation) Act, and the Criminal Procedure (Mentally Impaired Persons) Act are accurately recorded.  The key deliverables are – <ul style="list-style-type: none"> <li>• To undertake the administrative duties of the DAMHS Office</li> <li>• To maintain registers and legislative requirements as directed</li> <li>• To support DAMHS with Ministry of Health queries regarding the MHA</li> </ul>	
<b>Complexity:</b>	Most challenging duties typically undertaken or most complex problems solved: <ul style="list-style-type: none"> <li>• Timely and accurate completion of legislative requirements</li> </ul>	

**KEY ACCOUNTABILITIES:**

The Administrator is responsible for:	The Administrator will be successful when
<p><b>1. Maintain records for Assessments, Compulsory Treatment Orders (CTO), Extension of Orders, leave, AWOL's, consent to treatment and clinical reviews, CIP(MIP), IDCCR.</b></p>	<ul style="list-style-type: none"> <li>• MH(CAT) Act, IDCC&amp;R Act, CP (MIP) Act and SA(CAT) Act papers are accurately completed.</li> <li>• Leave forms – Ensure leave forms are received and up to date</li> <li>• Consent to treatment forms are sent after CTO is made</li> <li>• Admission/Discharge reports are run daily and accurate records are maintained</li> <li>• Clinical and Judicial Reviews for MHA and SA(CAT) Act are processed within required timeframes</li> </ul>
<p><b>2. DAMHS Office Duties</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the Court regarding the weekly visits by the Family Court Judge.</li> <li>• Weekly information for hearings are sent to the Family Court, District Inspector in a timely manner</li> <li>• Waitaha Canterbury teams, Consumers and Family/Whanau are advised of upcoming Court hearings in a timely manner</li> <li>• Co-ordinate Court hearings</li> <li>• Liaise with District Inspectors and lawyers as required.</li> <li>• Maintenance of registers as required</li> </ul>
<p><b>3. Efficient processing of the legislative requirements of the DAMHS office.</b></p>	<ul style="list-style-type: none"> <li>• Patient information is updated daily on the patient information system (SAP)</li> <li>• Process all legal papers associated with the administration of the Mental Health Act, SA(CAT) Act, CP(MIP) Act and IDCCR Act within a timely manner.</li> <li>• Process all legal papers associated with the administration of the Substance Addiction (Compulsory Assessment and Treatment) Act within a timely manner</li> </ul>
<p><b>4. DAMHS Office Customer Service</b></p>	<ul style="list-style-type: none"> <li>• Communication of a culture of excellence, enthusiasm and collaboration is experienced by all customers of the DAMHS Office.</li> <li>• Respond to queries and emails regarding the DAMHS office procedures in a timely and professional manner.</li> <li>• Communicate with District Inspectors and lawyers in a positive manner</li> </ul>
<p><b>5. Health and Safety</b> Maintaining a high quality, safe and secure work environment by following relevant Waitaha Canterbury and divisional policies, protocols and standards.</p>	<ul style="list-style-type: none"> <li>• Ensure own health and safety and that of others by observing and taking an active role in all of the Canterbury Districts safe work procedures and instructions.</li> <li>• New staff are orientated to health and safety procedures</li> </ul>
<p><b>6. Quality</b> Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.</p>	<ul style="list-style-type: none"> <li>• Demonstrates active role in quality activities,</li> <li>• Identifies areas of improvement</li> <li>• Implements the appropriate divisional policies and procedures.</li> </ul>

**PERSON SPECIFICATION:**

<b>Behavioural Capabilities</b>
<p><i><b>Display self knowledge:</b></i> Actively seeks feedback and opportunities to improve</p> <p><i><b>Stimulate innovation and create immediate wins:</b></i> Model and cultivate innovation and creative practices</p> <p><i><b>Foster a positive culture:</b></i> Embrace difference and diversity</p> <p><i><b>Build relationships and mobile support:</b></i> Communicate and influence others</p>
<b>Skills and Attributes</b>
<ul style="list-style-type: none"><li>• Excellent interpersonal skills and the ability to establish and build working relationships effectively</li><li>• Self motivated</li><li>• Ability to communicate to successfully achieve outcomes</li><li>• The ability to plan prioritise and demonstrate effective management of time</li><li>• Confidentiality and integrity</li><li>• Ability to participate as a valuable team member</li></ul>
<b>Qualifications &amp; Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Proven experience in administration work,</li><li>• Excellent keyboard skills</li><li>• Good written and verbal communication skills (NCEA, Level 1 or equivalent)</li><li>• <b>Desirable</b></li><li>• Possess technical knowledge of the Mental Health Act</li><li>• Skills relevant to the position, and a commitment to continuously updating these</li><li>• Detail consciousness</li><li>• Experience in SMHS patient management system (SAP)</li></ul>

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.