

Schedule 1

JOB DESCRIPTION

Position:	Choices to Wellbeing Administrator
Purpose:	Programme Management Support for Choices to Wellbeing

INCUMBENT'S PERSONAL DETAILS

Employee Name:	
Phone No:	
Mobile No:	
Email:	

AUTHORITIES

Reports To:	Programme Manager Primary Mental Health
Staffing:	Nil
Financial Authority:	Nil

KEY RESPONSIBILITIES

Key Accountabilities:	Tasks:
Choices to Wellbeing Programme	<ul style="list-style-type: none">• Work in collaboration with the Choices to Wellbeing Team and Youth Health Hub team where necessary to ensure the service runs well• In conjunction with the Choices to Wellbeing Manager, undertake planning and forecasting• Co-ordination and support of the Choice Plus service each Thursday and Friday (Glenfield clinic) :<ul style="list-style-type: none">○ Provide appropriate support for clinicians○ Assist with new referrals and clients○ Follow up with any DNA's○ Process all Choice Plus letters, documentation, referrals to secondary services and any other requests from clinicians○ Ensure Excel database is maintained and updated regularly○ Liaise with Secondary Services where needed

	<ul style="list-style-type: none"> ○ Coordinate booking system for 2 Psychologists ○ Making sure archiving is up to date consistently ○ Ensure stationery and kitchen is appropriately stocked ○ Ensure a presentable front desk environment <ul style="list-style-type: none"> ● Provide support, coaching and orientation as required for any newly appointed administrators
Service Delivery	<ul style="list-style-type: none"> ● Ensure that referred young people meet the minimum criteria of the programme ● Act as the link between the referred young person/family and the identified provider ● Referral Administration ● Ensure continued feedback to the referrer ● Follow up on non-attendance of young people of sessions ● Follow up and complete client Monthly Reviews along with Choices to Wellbeing Program Manager ● Obtain summaries, reports and assessment forms from providers for young people to be discharged ● Inform referrers of the interventions available to their young people through the “Choices to Wellbeing” programme ● Participate in the facilitation of regular information meetings and continued communication regarding Choices to Wellbeing ● Identify and report any issues related to providers, particularly in relation to poor performance to the Your Choice Program Manager ● Assist in providing regular information updates to key stakeholders as required ● Assist in the preparation of monthly and quarterly reports for the Your Choice Program Manager ● Provide additional reports as required by HealthWEST ● Provide additional reception/administration cover at the Youth Health Hub where necessary, including coordinating the Youth Health Clinic when needed ● Administration tasks including scanning client notes/files, filing, dealing with enquiries etc <p>Any other duties as required</p>
Multi Disciplinary Triage	<ul style="list-style-type: none"> ● Ensure all new referrals are labelled/completed appropriately and triage list is prepared ● Set up MDT meeting for external and internal members ● Attend weekly MDT meeting, administrating client search for each new client and recording acceptance both on PMS and Excel

Matching and Allocation	<ul style="list-style-type: none"> ● Make an informed decision along with Your Choice Program Manager around the most appropriate provider in relation to the young person's needs ● Contact young person and/or family and discuss all preferable options and confidentiality with a youth friendly approach ● Act as the conduit and main link between young person, referrer and the identified provider ● Ensure all confirmation letters and appropriate information are sent to referrer and young person to confirm acceptance ● Ensure all clinic notes are continuously updated in Patient Management System, Med Tech ● Assist in the acceptance and coordination of subsequent sessions
Data Entry	<ul style="list-style-type: none"> ● Continuously update and maintain correct data input on Excel Spreadsheet that holds all client information, contractual targets, invoicing maintenance etc ● Assist in the preparation of Excel Spreadsheet graphs/tables for reporting purposes ● Problem solve any Excel issues that may arise
Accounts and invoice tracking	<ul style="list-style-type: none"> ● Oversee the verification and signing off of invoices from Service Providers ● Prepare and process all invoices each month from providers, ready to give to Finance ● Enter all new invoices on Excel Spreadsheet, cross reference invoices; correct session numbers/dates, GST, prices etc ● Liaise with Service providers around any issues with invoices ● Work alongside Finance Officer for any financial discrepancies of provider invoices
Professional development and clinical competency	<ul style="list-style-type: none"> ● Practices in accordance with legal, ethical and professional framework, if relevant (full member of a registered Professional Body) ● Participates in professional supervision, if relevant. ● Maintains and develops own expertise and knowledge ● Seeks and attends educational opportunities/conferences relevant to position. ● Proactively prepares for and participates in own performance development and review.
General Administration	<p>Provide administrative support as required including;</p> <ul style="list-style-type: none"> ● Filing, photocopying, binding, faxing or scanning ● Provide administrative support and attendance at Youth Health Hub events

	<ul style="list-style-type: none"> • Provide meeting support including room set up and minutes as required. • Ensure archiving and filing is up to date and tracked within electronic system • Provide basic trouble shooting assistance to all staff. • Support external communications, where appropriate for the Youth Clinic • Maintain TMG task sheet to track all IT jobs • Provide orientation support to new staff, contractors, student placements and alike for Primary Mental Health but not limited to: <ul style="list-style-type: none"> - building and facilities orientation - office/desk set up, including IT requirements • Other duties as required by the Choices to Wellbeing Programme Manager
Youth and Whanau Engagement	<ul style="list-style-type: none"> • Provide a youth friendly approach • Provide a client service focus providing relevant accurate information about the YHH services
Health and Safety	<ul style="list-style-type: none"> • Recognise individual responsibility for workplace Health and Safety under the Health and Safety Act 1992. • Support YHH to maintain a safe workplace, and assist with CIF and Safety Seek processes • Health & Safety Representative onsite
Treaty of Waitangi	<ul style="list-style-type: none"> • Integrated awareness of the Treaty of Waitangi and the special access needs of Māori into administration and communication processes

MEETINGS

Meeting:	Frequency:
<i>Youth Health Hub</i> staff meeting	To be agreed
Programme Manager, Choices to Wellbeing	As agreed
<i>HealthWEST</i> Staff meeting	Quarterly
Any other meetings	As required

