**IPS Programme Coordinator**

**JOB DESCRIPTION**

Position: IPS Programme Coordinator

Reports to: <Insert position coordinator will report to e.g., Mental Health Service Operations Manager>

Direct reports: Nil

Functional relationships: <insert relevant services/clinics/roles e.g., Clinical directors, clinical coordinators, and clinical team leaders, IPS champions, employment provider general managers, IPS supervisors and employment specialists, IPS steering group, technical assistance providers, consumer advisor team>

FTE: <Minimum 0.4 FTE>

<insert information about your organisation>

<Insert values of your organisation>

### Purpose of the Role

To provide practical assistance to embed the Individual Placement and Support approach (IPS) into adult and cultural services within current service provision of mental health and addiction services. To ensure on-going training of IPS and support the implementation and service delivery of the integrated IPS approach into:

* <list teams IPS will be provided>

To provide guidance regarding fidelity to the IPS approach and ensure services are following IPS evidence-based practice.

### Suitable Candidate

This role will ideally suit someone with or looking to develop the following skills: Project management, community NGO relationship management, leadership and facilitation skills and the practical application of quality improvement.

|  |  |
| --- | --- |
| **Key tasks** | **Expected outcomes** |
| Project leadership | * Champion employment related activity within mental health and addiction services
* Champion quality improvement by following fidelity to the IPS approach
* Facilitate ongoing communications with senior management
* Facilitate ongoing communications with key stakeholders and staff about IPS service delivery
* Coordinate in-service sessions with clinical teams and ensure ongoing training sessions with clinical teams to accommodate staff turnover
* Act as a liaison point for IPS employment providers/NGOs
* Ensure relevant trainings have been offered and delivered to employment specialists and IPS supervisor
* Administrative tasks such as ensuring IPS employment specialists have appropriate ID and access to clinical record systems
* Coordinate and facilitate the IPS steering group, scheduling meetings, agenda and minutes, follow up on actions identified in minutes
* Support each clinical team to appoint an IPS clinical champion
* Manage stakeholder relationships and be the first point of contact for any issues that arise
* Provide reports to Mental Health Service operations manager
* Support the scheduling and undertaking of fidelity reviews
 |
| Te Tiriti o Waitangi | * Commitment to Te Tiriti o Waitangi articles and principles by developing and maintaining current knowledge and its application in health
* Supports the pursuit of Māori health gains as well as achieving equitable health outcomes for Māori
* Supports tāngata whenua/mana whenua led change and mana motuhake and Māori self-determination in the design, delivery, and monitoring of health care
* Supports Māori oversight and decision making processes necessary to achieve Māori health equity
* Supports the expression of hauora Māori modes of care and mātauranga Māori
* Leadership reflects te ao Māori and tikanga
* Partners with the organisation and culturally responsive
 |
| Health and Safety | * Apply Health and Safety knowledge and skills to all work practices to ensure compliance the Health and Safety at Work Act 2015 and any amendments or replacement legislation
* Follow and comply with Health & Safety policies and procedures and apply them to work activities
* Participate in activities directed at preventing harm and promoting wellbeing in the workplace
* Identifying, reporting and self-managing hazards where appropriate
* Early and accurate reporting of incidents at work including near misses and raising issues of concern when identified within appropriate timeframes
* Apply emergency procedures including the use of safety equipment and materials
 |

### Key competencies and attributes

* <insert here – examples below>
* Conducting effective communication
* Demonstrating professionalism
* Demonstrated knowledge and experience of integrated care approaches with mental health and addictions
* Experience in having worked in a leadership role
* An ability to lead and manage positive change
* Maintains effective relationships with stakeholders and encourages collaboration and effective group interactions
* Awareness of equity issues across the sector including but not limited to Māori health
* Solutions focused and can resolve issues using sound judgements
* Applying quality management principles to all aspects of practice.

<Insert any other information here>