

# **Position Description**

Position Title: Registered Nurse Division 1

Program: Drug Withdrawal House (DWH)

Reports to: Assistant Manager Adult Withdrawal Services

Supervise: No direct reports

Date of review : 16/05/2017

**Our Mission**

Helping people to rebuild their lives.

**Our Vision**

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

**Our Principles**

* Provide a range of approaches and give attention to all aspects of an individual.
* Provide unflagging belief and support for individuals who wish to change and grow.
* Respect differences in culture, religion, gender, age, family situation, background and economic status.
* Commit to honesty and respect in all our relationships.
* Draw on our expertise to develop new approaches to support treatment information and community education.
* Develop processes and practices that are open, fair and honest.

**What we believe**

We believe that people can **rebuild** their lives.

**Organisational Background**

Windana is a leading Melbourne-based drug and alcohol treatment organization, specialising in holistic recovery programs delivered in residential and non-residential settings. We help people rebuild their lives in safe, caring environments and throughout their entire recovery journey.

Founded in 1985, Windana is an independent organisation, incorporated under the Associations Incorporation (Reform Act) 2012 and governed by a Board of Management.

We offer medically supported withdrawal programs in addition to pioneering evidence-based, non-medical treatment programs. Clients choose from residential and a range of supportive community-based programs.

Windana is an Aboriginal word meaning ‘which way’? Our name refers to a crossroads, a turning point in life. For Windana, effective recovery is about offering people choices and tools to take their lives in a new direction. Clients turn to us looking for a way forward, a way out of drug and alcohol addiction, a way to wellness.

We help people who have become disconnected from their family, friends, children and community because of harmful use of substances including alcohol, heroin and methamphetamines (ice).

Our staff work across Windana’s inner-city St Kilda headquarters where its Adult Withdrawal House (DWH) is based; the Windana Youth Community House (WYCH) in Dandenong and the therapeutic community residential rehabilitation program at Maryknoll. Windana also offers a range of integrative care and recovery community programs for South East Melbourne, the Mornington Peninsula/Frankston and Barwon regions.

Windana has built a reputation for changing lives. Our holistic approach, our facilities and commitment to co-creating substance free futures with our clients has made us a provider of choice. Our highly qualified staff offer a depth of knowledge across substance abuse treatment, behavioural healthcare, psychology and integrative therapies. Staff work with empathy and care alongside the most complex cases, day by day.

Our programs are built around five pillars: love, trust, honesty, respect and responsibility. Client impact is critical to what we do. All Windana clients receive evidence-informed, best practice clinical treatments, supplemented by additional support services designed for each individual, their aspirations and needs.

We believe in the Windana way. We believe that change and growth are possible in all individuals as long as they so choose. Our purpose is holistic recovery, to build resilience and self-sufficiency the Windana way.

**Program Information:**

The Drug Withdrawal Program provides a holistic approach to drug withdrawal which focuses on personal empowerment and incorporates western medicine supported by complementary therapies, harm minimisation, life-skills education, relapse prevention, diet/nutrition and exercise.

The multi-disciplinary team works from a bio psychosocial framework, which involves an integrated approach with clinical services, various community agencies, families and significant others. The team is also committed to promoting and increasing awareness of problematic substance use issues as they affect the wider community.

The Windana Drug Withdrawal House is a 15 bed residential facility located in St Kilda and operates 24 hours a day, 365 days per year.

The Windana adult withdrawal unit offers a homelike environment for supported withdrawal from alcohol and other drugs. This may include medical and non-medical withdrawal and pharmacotherapy.

The program includes:

* Medical and nursing management
* Case management and support services
* Complementary therapies – naturopath, yoga, mindfulness groups
* Exercise and recreation
* Individual counseling and group work including art therapy, nutrition, relapse prevention, harm minimisation and stress management

The clients length of stay is determined on the individuals needs however is usually between 5 and 10 days.

**Scope of the Role:**

The Registered Nurse Division 1 has responsibility for providing clients with alcohol and/or other substance use a safe, supportive and holistic environment to undertake a supervised withdrawal within a residential setting.

**Responsibility**

* To perform duties within the contact of the Windana philosophy, policies and procedures
* To acknowledge and respect the diversity in the nature of our clients and the many aspects of their lives – physical, psychological, spiritual and social
* Work as per your contract of employment, relevant Award / Agreement and agreed roster
* All policies and procedures are read and understood including all revised policies and procedural documents
* Understands and works within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
* Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Children and Young Persons Act, Privacy Act, Health Records Act
* To abide by all guidelines and requirements of our principle funder (s)
* Follow the objectives of the service plan / model as directed by your Team Leader / Manager
* To work within the scope of the National Competency Standards for Registered Nurses

**Position responsibilities**

* To provide nursing services within the scope of a Registered Nurse Division 1
* Provide initial and ongoing bio psychosocial nursing assessment of clients admitted to the adult withdrawal unit
* Facilitate safe and timely administration of medication to clients within the adult withdrawal unit
* Liaise with relevant agencies including General Practitioners, hospitals and other service providers as required
* Facilitate clinical interventions for clients including medication management and urine drug screening
* Monitor clients physical withdrawal symptoms and advise treating medical staff appropriately
* Participate in medical review of clients with First Step Medical Practitioners
* Provide education and support on clinical alcohol and drug withdrawal issues to clients and staff
* Participate in multidisciplinary review meetings with the Admissions team
* Facilitate group interventions where required with a focus on a range of treatment modalities including mindfulness, motivational interviewing, relapse prevention and cognitive behaviour therapy (CBT) principles
* To assist in the referral to the most appropriate services on discharge including the development and review of client centered treatment and recovery plans inclusive of the clients families and significant others.
* To ensure case notes and data entry are completed in an accurate and timely manner
* To ensure participation in relevant administrative processes where required
* Appropriate and timely liaison with internal and external services where required
* Participate in the orientation and ongoing support of new staff and students on placement
* Provide relevant documents and reports to other reporting agencies including the Office of Corrections programs
* To participate in individual and group supervision on a regular basis
* To participate in professional development opportunities as identified
* To participate in a rotating on call roster for clinical nursing related matters

**Selection criteria**

**Mandatory Skills & Competencies:**

* Empathetic to values of Windana
* Commitment to continuous quality improvement and OH&S standards and regulations
* Criminal records check and Working with Children Check
* The ability to abide by the Agency’s undertaking re: confidentiality
* A minimum of two years’ work experience in the drug and alcohol field and demonstrated knowledge of problematic alcohol and other drug use and experience in working in the alcohol and drug field
* Demonstrated experience in working with adults and awareness of family sensitive practice
* Demonstrated knowledge of co-morbidity in relation to mental illness and problematic alcohol and other drug use
* Working knowledge of the forensic AOD system
* A current full driver’s license
* Demonstrated skills and experience relevant to residential withdrawal based programs including:
  + Initial and ongoing nursing assessment
  + Client case management practices
  + A range of counseling modalities in individual and group settings
  + Liaising with a range of community services
* High level of interpersonal skills
* Strong analytical and written communication skills

**Qualifications:**

* Registered Nurse qualifications
* Current APHRA registration
* A minimum Cert IV in AOD and/or the capacity to undertake

**Desirable Skills & Competencies**

* Previous experience working within a residential withdrawal setting
* Qualifications in mental health would be an advantage

**Employment Conditions**

Salary and conditions are in accordance with the Nurses Award 2010 with above award rates negotiated to ensure equity. Shift work will be required on a rotating roster and participation in an on-call rotating roster for clinical related matters only.

Remuneration Packaging is available in accordance with current legislation.

Windana operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.

Effective risk / quality management is a core competency expected of everybody involved in Windana administration, including all staff, management and volunteers. Leaders will be accountable for applying agreed risk / quality management policy and strategy in their area of responsibility.

Dual diagnosis knowledge, skills and experience is highly regarded.  If the applicant’s skills and experience are not evident, then a commitment to undertaking professional development as part of the employment contract will be required.

The Registered Nurse is expected to conduct her/himself with professional integrity towards clients according to the “Staff Code of Ethics” and maintain their professional responsibilities in line with the “Bill of Rights for Members and Clients”.

Under the Accident Compensation Act, it is the applicant’s duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Agency vehicles are available for authorised use and these should be used at all times for work-related purposes.

Windana is a smoke-free environment.

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|  | **Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.**  **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |