



POSITION DESCRIPTION

Position Title	Enrolled Nurse
Directorate:	Withdrawal and Community Services
Program	Rehabilitation Services - Ballarat
Award/Agreement	Nurses Award 2010
Classification	Level 3
Reports to	TC Nurse
Direct reports	NIL
Employment Type	Full-time
Date of Review	5/01/2021

The Organisation
<p>Windana is a leading Melbourne-based drug and alcohol treatment organisation specialising in holistic, client-focused recovery services. For more than 30 years, we have been helping people rebuild their lives in a safe, caring environment, supporting our clients wherever they are in the recovery process.</p> <p>Windana assists close to 1500 people across Victoria per annum by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential services.</p> <p>Windana is a QIP accredited organisation currently employing over 150 highly experienced staff delivering excellent services across multiple sites.</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>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.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • 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. <p>What we believe We believe that people can rebuild their lives.</p>

Program Information
<p>Therapeutic Community (TC)</p> <p>The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment. Located at Ballarat in a purpose built 20 bed facility.</p>
Position Objective
<p>Directly accountable to the TC Nurse the Enrolled Nurse is responsible for providing nursing assistance as well as assessment and education to residents. This position works predominately with residents who are entering treatment to ensure stability and preparedness for future treatment. This position works on a roster system.</p>
Position Responsibilities
<p>Responsibility</p> <ul style="list-style-type: none"> • To perform duties within the context 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 • Work within the parameters of general legislative compliance – including but not limited to OH&S 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 Manager <p>Rehabilitation Services</p> <ul style="list-style-type: none"> • To provide a supportive and caring environment to assist clients in their substance withdrawal • Support residents on Slow Stream Pharmacotherapy Program (Opioid Replacement Therapy) • To provide nursing services within the scope of a Medication Endorsed Registered Enrolled Nurse in consultation with the DWH Registered Nurse Division 1 and the Clinical Lead Nursing <ul style="list-style-type: none"> ○ 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 ○ Liaise with relevant agencies General Practitioners, hospitals and other service providers as necessary ○ Facilitate clinical interventions for clients including medication management and urine drug screening ○ Monitor clients PAWS and advise treating medical staff appropriately ○ Provide education and support on clinical alcohol and drug withdrawal issues to clients and other case workers and support staff • Assist with the good functioning of the clinic including: <ul style="list-style-type: none"> ○ Weekly GP Clinic at Windana TC ○ Liaise with local pharmacy with resident medication changes and scripts due ○ Arrange external health specialist appointments and follow up as required ○ Maintain medical stocks and first aid kits • Implement the Therapeutic Community Model, provide role modelling to residents and participate in Community • Other duties as required

Supervision and Professional Development

- Work within Windana’s Performance Review and Development System
- Attend internal Supervision and training

Quality Assurance

- Promote continuous quality improvement work
- Promote and monitor compliance with legislative, regulatory and industry code requirements
- Ensure risk management strategies are implemented

Administration

- Maintaining up to date client notes, case files and data entry;
- Actively participate in the revision and development of policies, clinical guidelines and treatment programs

Key Working Relationships

Internal:	External:
Windana clients	GP’s, Health organisations, AOD Agencies, Allied Health professionals
Windana staff	

Selection Criteria

Mandatory Skills & Competencies:

- Nursing and assessment skills
- Experience working with clients within the AOD and/or Mental Health sector
- Experience working with ORT clients
- Ability to develop and deliver health education seminars
- Ability to provide training and mentoring
- Empathetic to values of Windana
- Promote and lead continuous quality improvement and OH&S work
- Personal attributes: Professional, confident and empathic

Qualifications and Registrations:

- Diploma of Nursing
- Medication Endorsed Registered Enrolled Nurse with AHPRA Registration
- Current Victorian Driver’s License

Desirable Skills & Competencies

- Diploma qualification in AOD and or mental health

Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Report to management any criminal charges or convictions you receive during the course of your employment

- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation
- Be aware of and comply with the Windana Code of Ethics and Practice
- A current Victorian Driver's license is essential
- Have valid working rights to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the Choose an item.
- All positions at Windana are subject to on-going government funding.
- Remuneration Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- 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.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: