**POSITION DESCRIPTION**

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| **Position Title** | **Nurse Practitioner - Non-Residential Withdrawal Barwon** |
| **Directorate:**  | Withdrawal and Community Services |
| **Program** | Withdrawal and Coordinated Care |
| **Award/Agreement** | Nurses Award 2010 |
| **Classification** | Nurse Practitioner above award payment |
| **Reports to** | Nurse Manager Windana Withdrawal Services and Odyssey House Consortia Manager |
| **Direct reports** | Nil |
| **Employment Type** | Part Time 0.6 |
| **Date of Review** | 13/12/2021 |

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| **The Organisation** |
| 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. 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. Windana is a QIP accredited organisation currently employing over 150 highly experienced staff delivering excellent services across multiple sites.**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. |
| **Program Information**  |
| The Withdrawal and Coordinated Care program offers a range of treatment options to support individuals whose lives are impacted by alcohol or other drugs. Windana provides non-residential withdrawal programs in Geelong, Frankston, Mornington Peninsula and Dandenong, and residential withdrawal units in St Kilda and Dandenong. The Barwon non-residential withdrawal program operates from the Odyssey House led consortia in Gordon Street Geelong and services clients from the Greater Geelong, Colac-Otway, and Surf Coast shires. Windana nurses work in collaboration with staff from Odyssey House Victoria, and Barwon Child, Youth and Family services, and other local service providers.Staff in all Windana programs conduct their work from a trauma informed framework ensuring the client’s experience of the service is in keeping with the five core principles of trauma informed practice - safety, trustworthiness, choice, collaboration, and empowerment. |
| **Position Objective** |
| The Nurse Practitioner really makes a difference in the non-residential withdrawal space through utilizing their advanced clinical practice to provide safe, high-quality assessment and management of clients seeking to reduce or cease problematic drug and alcohol use whilst remaining in their own home environment. The services are provided to clients that are low risk and have an identified support worker and stable accommodation. The Nurse Practitioner works in collaboration with another registered nurse and the clients usual GP.  |
| **Position Responsibilities**  |
| * Provide advanced practice health assessments to clients seeking withdrawal from substance dependence in Windana non-residential withdrawal program
* Create collaborative, clinically sound treatment plans, based on clinical judgement, scientific evidence, and client desired outcomes
* Initiate and interpret diagnostic investigations such as pathology and diagnostic imaging
* Prescribe appropriate Schedule 2, 3, 4 or 8 medication within the lawful practice of a nurse practitioner scope of practice
* Evaluate responses to treatment and initiate changes to treatment plans and medications accordingly
* Provide safe and effective emergency care to clients congruent with organisational requirements
* Liaise collaboratively with internal and external service providers to ensure clients receive safe and individually tailored treatment and recovery plans, involving nominated significant others where relevant
* Contribute to the professional development program offered within Windana, providing education and training sessions to staff and clients on contemporary treatment approaches as required
* Coordinate discharge plans and referrals to other service providers, ensuring discharge summaries are completed and provided to the client’s regular GP
* Conduct risk assessments and develop safety plans for clients identified at risk to themselves and/or others ensuring high risk situations are escalated appropriately and managed safely
* Ensure family violence and/or child safety concerns are identified, documented, and reported in keeping with the Windana procedures, the MARAM framework, and the responsibilities of a prescribed Information Sharing Entity (ISE)
* Be an inspiring professional role model and clinical mentor for nurses and members of the multidisciplinary team
* Participate in the orientation and mentoring of new staff and students on placement
* Participate in individual and group supervision on a regular basis
* Participate in professional development opportunities as identified
* Other duties as directed
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| **Key Working Relationships** |
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| **Internal**: | **External:** |
| Clients | Other consortia members and AOD services providers |
| Staff | General Practitioners, Pharmacy, Hospital, and mental health service providers |

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| **Selection Criteria** |
| **Mandatory Skills & Competencies*** Completed Master of Nurse Practitioner qualification or equivalent NMBA approved qualification which includes an approved Therapeutic Medication Module
* Current APHRA Registration and Endorsement
* DHHS medication provider number
* Medicare and PBS & MBS approval
* Complete relevant training required to prescribe opioid substitution pharmacotherapy for opioid dependent clients
* Sound knowledge of the clinical manifestations of drug and alcohol withdrawal and clinical assessment tools used to measure progress in withdrawal
* Ability to prioritise the needs of the client and develop wholistic, culturally appropriate, trauma informed treatment plans incorporating co-morbid mental illness and drug & alcohol issues
* Ability to establish rapport with a range of stakeholders including clients, families, staff, and external service providers
* Competent in both written and verbal communication and organisational and time management skills

**Desirable Skills & Competencies** * Previous experience working with clients with problematic alcohol, drug, or mental health issues
* Experience in the use of client record management systems such as Redicase, Mastercare, Episoft, Penelope
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| **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
* Have a current Victorian Driver’s license
* Have valid working rights to work in Australia
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| **General Information** |
| * Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
* All positions at Windana are subject to on-going government funding
* Salary 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
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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: