Position Description

Position Title: Community Nurse

Program: Rehabilitation Services

Reports to: Service Manager

Supervise: Admissions Coordinator, Support Workers

Date of review: 1/07/2019

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 specializing 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 organization currently employing over 100 highly experienced staff delivering excellent services across multiple sites.

Program Information:

Therapeutic Community (TC)

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 teaches residents 'right living' principles utilizing 'community as method'.

Objective of the position:

Directly accountable to the Service Manager, the Community Nurse is responsible for providing nursing assessment and treatment to residents. Providing leadership and training to all staff and direct supervision to their team. This role coordinates the Pharmacotherapy program.

Liaise with (key internal and external contacts):

Internal: Windana staff and clients

External: GP's, Pharmacies, Health organisations, AOD Agencies, Allied Health professionals

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
- 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

Position responsibilities

Leadership and Management

<u>Intake and Assessment</u>

- Provide clinical expertise within the Intake and Admissions team, with a focus on integration of assessment, treatment planning and service delivery.

- Provide leadership and mentoring in clinical risk assessment and management
- Lead the clinical review process, ensuring a consistent multi-disciplinary approach to treatment planning, and allocation of resource
- Overseeing and coordinating the review of all assessments and treatment planning for Rehabilitation Services ensuring they are client driven and reflect an individualized, recovery-based model of support
- Provide mental health screening and appropriate referral pathways
- Monitor waiting lists for assessment and treatment to ensure duty of care

Rehabilitation Services

- Manage the pharmacotherapy reduction program (Opioid Replacement Therapy)
- Establishing and maintaining collaborative and productive working relationships with current and potential stakeholders and partners, both internally and externally including General Practitioners, mental health services, family services and other stakeholders
- Develop and facilitate health education programs ensuring relevance, currency and evidenced informed information is being delivered – group format
- Oversee the functioning of the clinic including:
    - Coordinate weekly GP Clinic at Windana TC
    - Liaise with local pharmacy with resident medication changes and scripts due
    - Monitor resident Urine Drug Screen results
    - Arrange external health specialist appointments and follow up as required
    - Maintain medical stocks and first aid kits
- Implement the Therapeutic Community Model, provide role modeling to residents and participate in Community
- Other duties as required

Supervision and Professional Development

- Provide supervision to direct reports
- Ensure all direct reports are working within Windana's Performance Review and Development System
- Attend internal Supervision and training

Quality Assurance

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

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Administration

- Maintaining up to date client notes, case files and data entry; including medication charts
- Actively participating in the revision and development of policies, clinical guidelines and treatment programs;
- Ensure that Windana TC is compliant with infection control standards
- Monitor and maintain first aid and other nursing care stock in the TC

Selection criteria

Mandatory Skills & Competencies:

- Clinical nursing and assessment skills
- Extensive 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 take a leadership position, 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:

- Current AHPRA registration as a Registered Nurse Division 1
- Current Victorian Driver's License

Desirable Skills & Competencies

- Post graduate qualification in AOD and or mental health

Employment Conditions:

Salary and conditions are in accordance with the Nurses Award 2010 with above award rates offered to ensure equity.

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.

A valid Working with Children Check is mandatory for this position and a police check will be administered for preferred candidates. We are a child safe and equal employment opportunity employer.

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 Community 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.

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: _____