



## Position Description

Position Title: Non-residential Withdrawal Service Nurse— South East Melbourne

Program: Withdrawal and Coordinated Care

Reports to: Manager Withdrawal and Coordinated care

Supervise: No direct Reports

Date of review : 30/07/2019

### 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 organisation specialising in holistic, client-focused recovery services programs. Clients choose from a range of supportive community based and residential programs. For more than 30 years, we have been helping people rebuild their lives in a safe, caring environment. We support 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 100 highly experienced staff delivering excellent services across multiple sites.

### **Program Information:**

The *Withdrawal and Coordinated Care Program* consists of both state-wide and catchment based services including:

- Adult residential withdrawal unit, St Kilda (15 beds)
- Youth residential withdrawal unit, Dandenong (6 beds)
- Admissions, Care and Recovery Coordination, and Dual Diagnosis
- Non-residential withdrawal services (Casey, Cardinia, Dandenong, Frankston/Mornington Peninsula and Barwon)

Windana provides non-residential withdrawal services in AOD Consortia located in Geelong, Dandenong and Frankston/Mornington Peninsula. This role is located in the SECADA AOD Consortium based at Dandenong, of which Windana is the lead agency.

Non Residential Withdrawal Nurses will be operationally and professionally accountable to Windana but will work in the context and established governance framework of the relevant AOD Consortium of which Windana is a member.

### **Objective of the position:**

Directly accountable to the Manager Withdrawal and Coordinated Care, the Non Resi Withdrawal Nurse is responsible for the delivery of withdrawal support for people seeking to reduce or cease problematic drug or 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.

### **Liaise with (key internal and external contacts):**

Internal: Windana staff and clients

External: General Practitioners, Pharmacy providers, other AOD service providers, AOD consortia partners

### **Responsibility**

- 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
- 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 / Program Manager

### **Position responsibilities**

- Assessment of clients for suitability to the non-residential withdrawal program, utilizing a biopsychosocial approach
- Develop a safe and achievable treatment plan in collaboration with the client, their GP and their support person.
- Facilitate pharmacotherapy options where appropriate
- Develop a safe and suitable discharge plan, linking the client to post withdrawal support options
- Develop and foster relationships with GPs and other service providers across the catchment
- Provide sound nursing care practices based on evidence and contemporary treatment options
- Provide clinical treatment services to clients that have a harm minimisation and recovery focus
- Contribute to service improvement through actively seeking and integrating client feedback into all aspects of service delivery
- Identify and respond to any likelihood or evidence of significant harm to client's family or children in accordance with organizational protocols
- Maintain a high standard of documentation which complies with professional, legislative, service contractual obligations and organisational standards
- Ensure program data entry and reporting is accurate, up-to-date with all relevant information included, ensuring attention to significant treatment goals within reporting time frames
- As part of the annual performance plan, in collaboration with your line manager, identify one's own professional needs and attend relevant training, as approved by manager.
- Participate in regular individual and group clinical supervision.
- Participate in regular team meetings as scheduled.

### **Selection criteria**

#### **Mandatory Skills & Competencies:**

- Ability to work within a team environment and autonomously
- High level interpersonal and communication skills
- Demonstrated experience in working with people with complex needs, including alcohol and other drug issues, mental health and diversity.
- Capacity to provide AOD interventions in an outreach capacity in collaboration with the client's GP and support team
- Skills in a range of counselling approaches relevant to individual's with substance abuse history and trauma
- Ability to assess risk in the outreach environment ensuring safety of both client and staff
- Understanding the values of Windana
- Commitment to continuous quality improvement and OH&S and agency policies and procedures
- National Police records check
- Working with Children Check

- A current full driver's license.
- Awareness of legislation affecting Windana services e.g. Equal Opportunity, Mental Health, Disability Services, Children and Young People's Act, Occupational Health and Safety Act.

#### **Qualifications and experience:**

- Registered Nurse Division 1 or Medication Endorsed Enrolled Nurse
- Minimum two years working in the AOD sector (Desirable)
- Certificate IV in Alcohol and Other Drugs or willingness to undertake
- Experience in the delivery of clinical interventions with AOD clients with complex and multiple needs. (Desirable)

#### **Employment Conditions**

Salary and conditions are in accordance with the Nurses Award with above award pay rates offered to ensure competitiveness. This position includes 76 hours per fortnight (full time).

Remuneration Packaging is available in accordance with current legislation.

All positions at Windana are subject to on-going government funding.

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 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:** \_\_\_\_\_