

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: COMMUNITY HEALTH NURSE - ALCOHOL AND OTHER DRUGS

Name:		Reg No. A0024004N
Position number:		P.O. Box 1121 Bendigo Central Victoria 3552
Award:	Nurses Victorian Health Services Award - Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 - 2016	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699
Classification:	Registered Nurse Grade 3B Year 1 or 2 Community Health (based on experience)	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355
Site:	Holdsworth Road but the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544
Hours per fortnight:	As Required	
Tenure:	Casual	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Position description developed:	May 2017	
Responsible to:	Dale Hardy, Director - Continued Health and Independence	

1. Position Role

The role of the position is:

1. To provide a comprehensive, accessible and high quality service to persons seeking assistance in withdrawing from alcohol and other drugs within a residential, home based or outpatient setting.
2. This position is funded under the Adult Community Residential Withdrawal program and is primarily situated as part of our withdrawal services at our residential withdrawal facility - Nova House and is part of a multi-disciplinary team that operates on principles of supporting client choice and recovery orientated care within a harm minimisation framework.
3. To provide a comprehensive range of withdrawal care and support including, assessment, care planning, case coordination, discharge planning and facilitation into post-withdrawal supports and other options to persons with complex issues related to their use of alcohol and other drugs.
4. Provide treatment and support to persons on substitute pharmacotherapy (methadone and buprenorphine) for their opiate dependence.
5. To provide accurate early identification of potential issues of dual diagnosis (alcohol and other drugs and mental health issues) with provision of appropriate interventions to help individuals to meet agreed treatment goals as well as to maintain or to improve their quality of life.

2. Position Responsibilities

The responsibilities of the position are:

1. Responsibility for the safe management of clients undertaking withdrawal from alcohol and other drugs or those participating in substitute pharmacotherapy treatment programs.
2. Ability to demonstrate the capacity to transfer generalist nursing knowledge to holistically support clients to safely and effectively participate in withdrawal and treatment programs.

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3. Provision of sound nursing care practices based on evidence and supported by a comprehensive repertoire of clinical experience.
4. Be specifically responsible for providing a comprehensive range of care and support including, assessment, waitlist management, case management, care planning, facilitation into post-withdrawal supports and other options or persons with complex issues related to their use of alcohol and other drugs.
5. Assist in the development of a multi-skilled and multi-disciplinary team to meet service goals.
6. Initiate, provide and participate in the provision of therapeutic interventions for clients in alcohol and drug treatment programs and for clients with dual diagnosis.
7. Undertake responsibilities of the position adhering to:
 - a. Acts which govern the role, and
 - b. Occupational Health and Safety Legislation and requirements

3. The Role of the Team

The Alcohol and Other Drug (AOD) Services Team is a multidisciplinary team providing a range of AOD services and programs on an individual, family or group basis within a harm minimisation and recovery framework. Service and program streams include; information and screening, intake and assessment, counselling, care and recovery coordination, withdrawal, pharmacotherapy, harm reduction and education. The focus of the team is to provide seamless treatment pathways, coordinated and holistic treatment and supports for clients to a range of internal and external services.

4. Key Selection Criteria

4.1 Essential

1. Registered Nurse Division 1.
2. Demonstrable knowledge of the complex health and psychosocial needs of persons affected by the use of alcohol and other drugs.
3. The expertise to undertake comprehensive assessments and provide direct health treatment and supports to persons with alcohol and other drugs issues in a non-judgmental and sensitive manner.
4. The expertise to provide accurate early identification of potential issues of dual diagnosis (alcohol and other drugs and mental health issues) with provision of appropriate interventions to help individuals to meet agreed treatment goals as well as to maintain or to improve their quality of life.
5. Demonstrated ability to assist clients to clarifying their needs and implement appropriate treatments and supports accordingly. This will include working with other service providers to implement individual care plans within a continuity of care model.
6. Demonstrated understanding of the social model of health.
7. A working with Children card (if required)
8. Knowledge and compliance with BCHS privacy and confidentiality procedures.
9. Work with in the BCHS Code of Conduct framework.

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10. Experience working with persons with alcohol and other drug issues.
11. Excellent interpersonal skills and communication skills with clients, partners, families, staff and other service providers.
12. Demonstrated ability to work as a member of a multidisciplinary team.
13. Current Apply First Aid Certificate (HLTFA301B).
14. Current Perform CPR Certificate (HLTCPR201A).
15. Current Victorian Driver's Licence.

4.2 Desirable

1. Certificate, Diploma and or training and qualifications in alcohol and other drugs competencies or dual diagnosis (mental health and alcohol and other drugs) highly desirable.
2. Experience in working in a community or residential withdrawal setting.
3. Intermediate to high level skills in Microsoft Office programs.
4. The ability to build and develop positive relationships with both internal and external clients.
5. The ability to confidentially maintain accurate records in accordance with BCHS procedures.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed as ongoing at the end of this period.

6. Staff Review and Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Team and Individual Work Plans and the following Performance Indicators.

6.1 Self Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication & Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients.

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- Display your capacity for self awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration & Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

- Demonstrate an ability to provide a comprehensive withdrawal service to clients according to alcohol and other drug competency standards and service agreements and standards.
- Show evidence of sound medication management and clinical nursing skills and experience that will support working in the alcohol and other drugs sector and with clients with dual diagnosis.
- Demonstrated highly developed communication, negotiation and liaison skills with clients, staff and other service providers, which may include: general practitioners, pharmacists, hospital staff and other community residential withdrawal services.
- Demonstrate a commitment to continuous quality improvement.
- Demonstrate an understanding of the safety and risk management issues related to the position.

6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

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7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Present a current Working with Children Check.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Dale Hardy
Director - Continued Health and Independence

Date:/...../.....

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Agreed: Community Health Nurse - Alcohol and Other Drugs

Date:/...../.....