

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: TEAM COORDINATOR - ALCOHOL AND OTHER DRUGS RESIDENTIAL WITHDRAWAL

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020	Central Site: Ph: (03) 5448 1600 Fax: (03) 5441 4200
Classification:	Registered Nurse Grade 4A or 4B Year 1 Community Health (dependent upon experience)	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200
Site:	Holdsworth Road however the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200
Hours per fortnight:	60.8 hours per fortnight (includes weekend shifts)	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Fixed term to 30 June 2020	
Position description developed:	October 2018	
Responsible to:	Team Manager - Alcohol and Other Drugs Withdrawal Services	

1. Position Role

The position will support the Team Manager - Alcohol and Other Drugs (AOD) Withdrawal Services with day to day operational arrangements for the Residential Withdrawal Program (Nova House). The Team Coordinator role is designed to provide line management to the pool of residential Welfare Workers as well as provide clinical support and oversight to persons seeking AOD withdrawal. The Team Coordinator role provides leadership and mentoring to a multi-disciplinary team supporting persons with complex issues and choices related to their use of alcohol and other drugs. The role has oversight of a comprehensive range of withdrawal care and support including, care planning, service coordination, and discharge planning.

2. Position Responsibilities

The responsibilities of the position are:

- Coordinate the day to day staffing of Nova House.
- To undertake, and at times oversee, clinical practice - assessment, intake and withdrawal services ensuring high service standards and effective outcomes for consumers are consistently delivered.

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- Provide support and supervision to Welfare Workers and ensure professional expectations, conduct and well-being is achieved within BCHS policy and procedures.
- Support the team of Welfare Workers to develop, deliver and review individual and group program activities that support consumer skill development to aid withdrawal recovery.
- Maintain data and program evaluation and participate in program development opportunities to improve aspects of service delivery.
- Provide effective management of staffing rosters, profiles and other resources required to ensure an integrated and efficient approach to successful service provision.
- Participate in team quality improvement of programs, program performance reviews and redevelopment to achieve best practice standards.
- Work with the Team Manager to review existing policy, procedures and service processes to ensure they are contemporary.
- Ensure that all relevant program and staff comply with relevant legislation, regulations and standards.
- Engage with internal and external stakeholders to ensure consumers receive a timely, individually responsive, effective and professionally interconnected suite of services.

3. The Role of the Team

The Alcohol and Other Drug Services Team is a multi-disciplinary team, supporting consumers requiring a range of treatment, support and education related to their use of alcohol and other drugs. The team supports consumers along the continuum of AOD use from active using to seeking access to stop their use.

The Nova House Team provide a combination of clinical responses and therapeutic supports to residents undergoing withdrawal from alcohol and/or drugs. The focus of the team is to provide seamless treatment, coordinated support pathways and a range of information and education interventions relating to individual withdrawal experiences.

The Alcohol and Other Drug Services Team provides 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 assessment and treatment planning, general and forensic AOD counselling, care and recovery coordination, residential and community-based withdrawal, family supports, pharmacotherapy, harm reduction and community education. The focus of the team is to provide seamless treatment pathways, coordinated and holistic treatment and supports for consumers to a range of internal and external services.

4. Key Selection Criteria

4.1 Essential

1. Division 1 Registered Nurse with current registration for the Australian Health Practitioner Regulation Agency (AHPRA).
2. Tertiary qualifications or a minimum of two year's relevant experience in alcohol and other drugs and/or mental health nursing.
3. Demonstrated experience in working within a multidisciplinary team with the ability to coordinate daily operation of a residential program including rostering and team coordination.

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4. Demonstrated knowledge of policy, evidence and practice as it relates to AOD nursing, AOD services and dual diagnosis (mental health) clinical responses.
5. Strong interpersonal and communication skills demonstrating a capacity to build and maintain relationships with diverse stakeholder groups in achieving collaborative outcomes.
6. Commitment to the achievement of quality outcomes for consumers, including demonstrated understanding of setting and delivering meaningful goals and their evaluation.
7. Demonstrated experience supporting teams and individuals to enhance skills and capabilities.
8. The ability to confidentially maintain accurate records in accordance with BCHS procedures with intermediate to high level skills in Microsoft Office.
9. A current Driver's Licence.
10. A current Working with Children Check.

4.2 Desirable

1. Experience in working in an AOD service or working directly with consumers undergoing withdrawal and or opiate replacement therapy.
2. Experience in change management and quality improvement processes.

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 with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed 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 Branch and Team 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 and Team Work:

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

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work cooperatively within a team to achieve team goals.

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- 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 and 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 achievement of negotiated performance indicators specific to your position.

- Data must be entered in a timely and regular manner (the team has a culture that prides itself in maintaining this value).
- Demonstrate positive outcomes for consumers through your intervention.
- Plan against identified need, service gaps and evidence.
- Show evidence of an integrated service delivery approach for consumers.

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.

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).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

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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: Peter Richardson
Acting Chief Executive Officer

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

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Agreed: Team Coordinator - Alcohol and Other Drugs Residential Withdrawal

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