

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: TEAM MANAGER - ALCOHOL AND OTHER DRUGS (AOD) CLINICAL SERVICES

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:	(allocated by HR)	
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 4B Community Health	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200
Site:	Holdsworth Road and Kangaroo Flat however the position may work across other Bendigo based BCHS sites as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200
Hours per fortnight:	76.0 hours per fortnight	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Ongoing	
Position description developed:	February 2019	
Responsible to:	Director - Continued Health and Independence	

Our Vision

Better Health and wellbeing across generations.

Our Mission

Working hand in hand with our community to achieve healthier lives.

Our Values

- Respect
- Inclusive
- Integrity
- Innovation

Position Role

The position is designed to provide clinical support and coordination to staff across a range of clinical focused Alcohol and Other Drug (AOD) services. These programs include:-

- Nova House - Residential Withdrawal Service
- Non-Residential Withdrawal Program
- Specialist Pharmacotherapy Regional Outreach Worker

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The Team Manager will work closely with the Team Manager - Non-Residential Alcohol and Other Drugs Services to optimise an integrated response to consumer needs. The role also has a component of direct clinical support operating within the above programs.

Position Responsibilities

The responsibilities of the position are:

1. Coordinate the day to day management of Nova House, community-based withdrawal, and the pharmacotherapy clinic.
2. To undertake and oversee clinical practice - intake, assessment, withdrawal services and pharmacotherapy clinic ensuring high service standards and effective outcomes for consumers are consistently delivered. This will also include new clinical focused projects as agreed.
3. Provide support and supervision to clinicians ensuring professional expectations, conduct and well-being is achieved within BCHS policy and procedures.
4. Maintain existing and develop new data collection and program evaluations while leading program development opportunities that improve aspects of service delivery.
5. Support the effective management of staffing rosters, profiles and other resources required to ensure an integrated approach to successful service provision.
6. Proactively participate in team and organisational wide aspects of quality improvement of programs, program performance reviews and redevelopment to achieve best practice standards.
7. Support and lead staff within the clinical suite of AOD services through change management processes.
8. Review existing policy, procedures and service processes to ensure they are contemporary.
9. Ensure that all relevant program and staff comply with relevant legislation, regulations and standards.
10. Engage with internal and external stakeholders to ensure consumers receive a timely, individually responsive and professionally interconnected suite of services.

The Role of the Team

The Alcohol and Other Drug Services team is multi-disciplinary 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 provides 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.

Similarly, the Non-Residential Withdrawal program provides community-based withdrawal supports which allows suitable participants to remain at home while they undergo supervised treatment.

The Pharmacotherapy Clinic operates from Bendigo Community Health Services' Kangaroo Flat site. The Clinic primarily provides assessment, prescribing and dispensing within the opiate replacement therapy (ORT) program within a multi-disciplinary team of General Practitioners and a Nurse Practitioner. The program also provides consumer case management and community capacity building to regional medical practices.

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Key Selection Criteria

Essential

1. Bachelor of Nursing and current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Tertiary qualifications or relevant two years' experience in AOD and/or Mental Health nursing.
3. Demonstrated experience in leading a team with the ability to coordinate and assist in leading a multidisciplinary service approach.
4. Demonstrated knowledge of policy 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. Demonstrated experience supporting teams and individuals to enhance skills and capabilities.
7. The ability to confidentially maintain accurate records in accordance with BCHS procedures with intermediate to high level skills in Microsoft Office programs.
8. Current driver's licence.
9. Current Working with Children Check.

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.

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.

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.

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.

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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 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.

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.

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.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Performance data must be provided in a timely and regular manner.
- Be available to attend work on some weekends and after hours that fit with community and consumer's needs.
- Demonstrate positive outcomes for consumers through your program support and intervention.
- Plan against identified need, service gaps and evidence.
- Show evidence of an integrated service delivery approach for consumers.
- Provide regular and systematic staff and team support and supervision.

Diversity and Culture:

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

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.

Other Essential Requirements

Staff will:

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- 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.

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.

Other Information

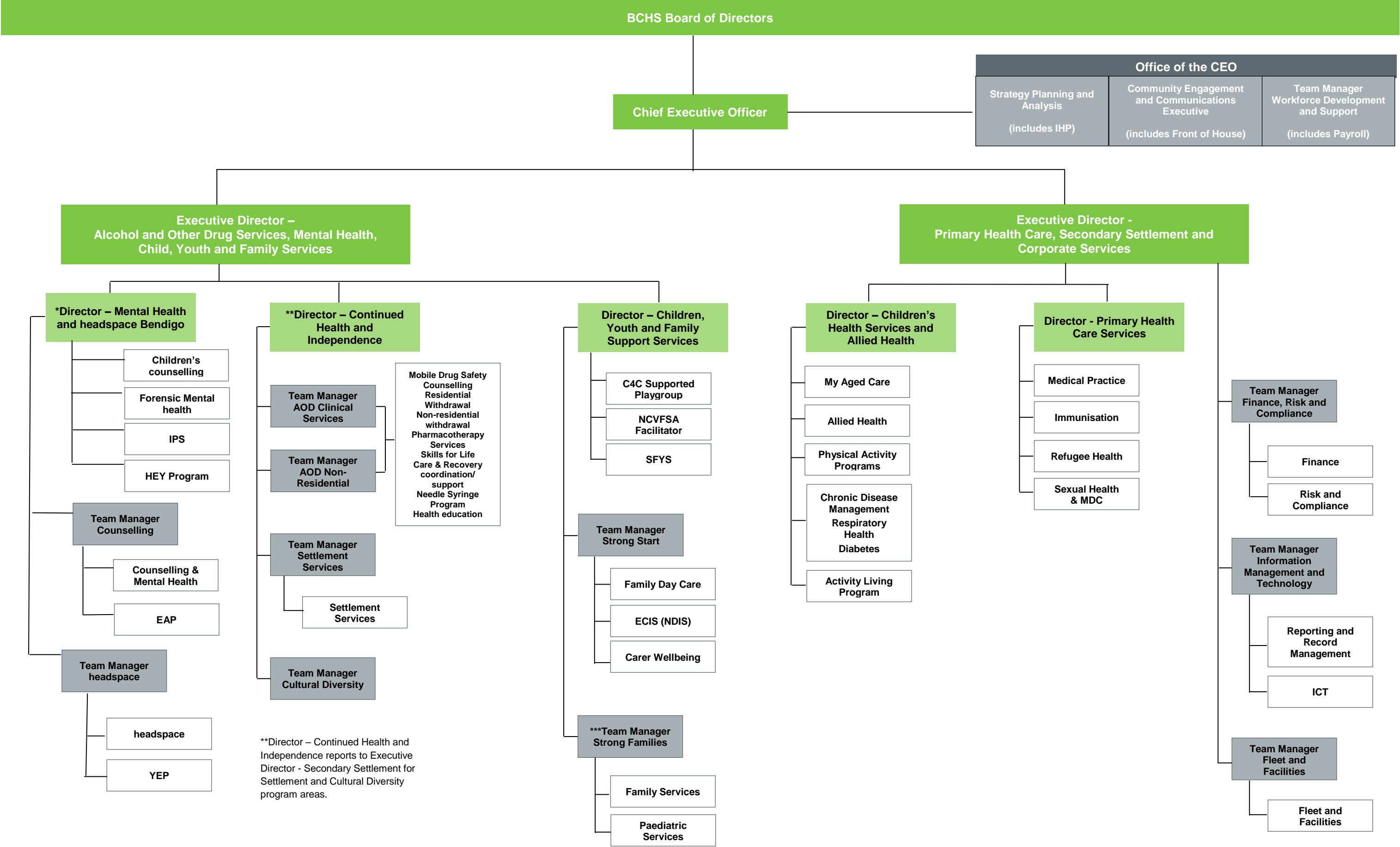
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Peter Richardson
Executive Director

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

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Agreed: Team Manager - Alcohol and Other Drugs Clinical Services

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



* We are lead agency for headspace Bendigo

***Team Manager Strong Families reports to Director – Children's Health Services and Allied Health for Paediatric Services.