

## POSITION DESCRIPTION

|                                        |                                                                                                                                                                  |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>                 | Community Health Nurse- Alcohol and other Drugs (AOD) Residential Withdrawal & Pharmacotherapy Services                                                          |
| <b>Award:</b>                          | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement 2024-2028                                                   |
| <b>Classification:</b>                 | Community Health Nurse (ZJ1)                                                                                                                                     |
| <b>Site:</b>                           | This position is primarily based at NOVA House, or our Kangaroo Flat site however may be required to work from any BCHS site or outreach location as negotiated. |
| <b>Hours per fortnight:</b>            | As Required                                                                                                                                                      |
| <b>Tenure:</b>                         | Casual                                                                                                                                                           |
| <b>Position description developed:</b> | March 2025                                                                                                                                                       |
| <b>Responsible to:</b>                 | Senior Leader Alcohol and Other Drugs Clinical Services                                                                                                          |

## ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

### VISION

**Better health and wellbeing across generations.**

### PURPOSE

**Supporting you and your family to live healthy lives.**

### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

## TEAM ROLE

The Alcohol and Other Drugs (AOD) Services team is a multi-disciplinary team, supporting clients requiring a range of treatment, support and education related to their use of alcohol and other drugs. The team supports clients 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.

The Pharmacotherapy Clinic operates from our Kangaroo Flat site providing a range of community supports relating to assessment, prescribing and dispensing within the opiate replacement therapy (ORT) program. The Pharmacotherapy team comprises the clinic nurse, a nurse practitioner and general practitioners.

The AOD 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 clients to a range of internal and external services.

## POSITION ROLE

The position will support the Senior Leader AOD Clinical Services with day-to-day clinical duties in operating a Residential Withdrawal Program (Nova House), Non-Residential Withdrawal (Home Base) and the Pharmacotherapy Clinic.

This clinical role provides a broad range of care and support responsibilities relating to service assessment, care and recovery planning, withdrawal treatment, opiate replacement treatment supports, and post-care coordination. The position works within a multidisciplinary team with primary focus on supporting persons with complex issues and choices related to their use of alcohol and other drugs.

## POSITION RESPONSIBILITIES

*The responsibilities of the position are:*

- To undertake clinical practice - assessment, intake, pharmacotherapy, and withdrawal services, ensuring high service standards and effective outcomes for clients are consistently delivered.
- Ability to demonstrate the capacity to transfer generalist nursing knowledge to holistically support clients to safely and effectively participate in withdrawal and/or pharmacotherapy treatment programs.
- To support other clinical and non-clinical practitioners with the provision of addiction-

focused medical care and ORT prescribing.

- To maintain data and program evaluation and participate in program development opportunities to improve aspects of service delivery.
- To be specifically responsible for providing a comprehensive range of care and support including assessment, waitlist management, care and recovery planning, treatment monitoring and facilitation into post-treatment supports for persons with complex issues related to their use of alcohol and other drugs.
- Participation in team quality improvement of programs, program performance reviews and redevelopment to achieve best practice standards.
- Assisting in the development of a multi-skilled and multi-disciplinary team to meet service goals.
- To initiate, provide and participate in the provision of therapeutic interventions for clients in AOD treatment programs and for clients with dual diagnosis.
- Working with the Senior Leader to review existing policy, procedures and service processes to ensure they are contemporary.
- To engage with internal and external stakeholders to ensure clients receive a timely, individually responsive, effective and professionally interconnected suite of services.
- Contributing to service integration, team development and BCHS' strategic directions.
- Undertaking responsibilities of the position adhering to professional standards, relevant legislation and Occupational Health and Safety Legislation and requirements.
- Working within current equity and access legislation/standards inclusive of all abilities, cultures, genders, sexuality, ages and faith.
- Performing other duties as directed that are within the limits of the staff member's skill, competence and training and the scope of the staff member's award/agreement classification.

## **KEY SELECTION CRITERIA**

### **Essential**

1. Qualifications to be a Registered Nurse Division 1, with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and at least 1-year of relevant experience.
2. Demonstrated experience in working within a multidisciplinary team with the capacity or understanding of what is needed to coordinate daily operation of a residential program including rostering and team coordination.
3. Demonstrated knowledge of policy, evidence and practice as it relates to AOD Nursing, AOD Services, and Dual Diagnosis (Mental Health) clinical responses.
4. Strong interpersonal and communication skills demonstrating a capacity to build and maintain relationships with diverse stakeholder groups in achieving collaborative outcomes.
5. Commitment to the achievement of quality outcomes for clients, including demonstrated understanding of setting and delivering meaningful goals and their evaluation.
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. Excellent interpersonal skills, communication skills and the ability to work as a member of a multidisciplinary team.
9. A current employee Working with Children Check and Driver's Licence.
10. The successful applicant will be required to undertake and complete a Satisfactory National Police Check (Paid for by BCHS).

#### **Desirable**

1. Experience in working in an AOD service or working directly with clients 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 & 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 plans and the following performance indicators.

##### **Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide service delivery according to expected professional standards of best practice in clinical skills, meet defined targets and always deliver excellent customer relations.
- Demonstrate positive outcomes for consumers/staff through your intervention.
- Show evidence of an integrated service delivery approach for consumers.
- Demonstrate high level skills in all forms of communication and in administrative functions pertinent to the role.
- Work within a team environment and offer suggestions for where improvements may be appropriate for improved outcomes of service for BCHS consumers.

##### **Communication and Teamwork:**

*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.

### 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.
- Demonstrate understanding and behaviour to reflect BCHS' values.

### Administration and Documentation:

*Through the use of the 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 teamwork 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.

### DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

### 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:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

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

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

#### **OTHER INFORMATION**

- Salary packaging would be available to the successful applicant.
- BCHS’ Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

