

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Community Alcohol and Other Drug (AOD) Nurse – Child and Youth.
<b>LOCATION</b>	Based in Moruya - works across Eurobodalla area.
<b>AGREEMENT/AWARD</b>	Karralika Programs Single Enterprise Agreement 2010-2013
<b>CLASSIFICATION</b>	Registered Nurse, Div 1 – unconditional AHPRA registration
<b>SALARY</b>	Equivalent to NSW Award, Clinical Nurse Specialist.
<b>CONTRACTED HOURS</b>	Full time (76 hours fortnight).
<b>RESPONSIBLE TO</b>	Line Manager/Clinical Lead

### Organisational context

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Our organisation has a justifiable reputation for the delivery of high quality, client-centred and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community based services.

Our vision is to empower change and create new futures for optimal quality of life.

Our mission is to provide specialist end-to-end drug and alcohol services to support the needs of individuals, families and communities.

Our approach to recovery is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride.

We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations. We actively empower and enable individuals to advise, co-design and refine services, programs and operations so their fullest potential might be realised.

We value trust and integrity, respect and dignity, quality and accountability, agility and responsiveness, leadership and courage, collaboration and support.



**Role description**

This full time nurse position will assist children and young people aged 10-19 years old with moderate to high substance use issues and psychosocial complexities within the Wagga, Wagga, Young and surrounding areas. This position plays an important role in the provision of comprehensive integrated Youth AOD services that has the overall objective of providing optimal primary health care to vulnerable children/young people with complex health problems. The duties of the position include managing home based withdrawal screening, assessment and treatment, supported referral to other AOD and health/wellbeing services, assistance with the commencement or maintenance of replacement therapies, health promotion and education based on a harm minimisation framework. It is expected that the nurse will maintain relationships with a wide range of alcohol and drug specific and generic youth services to assist young people in meeting their individual treatment needs. This position will function autonomously (with a child and youth AOD clinician) as well as collaboratively with a range of service providers, such as family and child, health and well-being services, justice and education. They will be expected to collaborate, plan, develop treatment plans and provide short to medium term interventions for the children/young people and their families that are consistent with best practice standards and evidence-based care. Provision of secondary consultations and capacity building sessions to other health professionals are a requirement of this position. The youth AOD teams are a new service for the Wagga, and surrounding area, and with a child and youth AOD clinician will be required to establish the service and work effectively with other collaborating services.

<b>Functional responsibilities</b>	
Strategic Leadership and Management	<ul style="list-style-type: none"> <li>• Understand and promote the vision and mission of Karralika Programs and represent the organisation effectively through various forums and activities;</li> <li>• Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster evidence-based clinical best practice;</li> <li>• Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability;</li> <li>• Assist in the preparation of organisational briefing material and analytical reports;</li> <li>• Assist with and draft the preparation of procedural or technical manuals and guidelines;</li> <li>• Contribute to the planning and implementation of wider organisational policies and objectives;</li> <li>• Work to the values of Karralika Programs; and</li> <li>• Support or lead change across the organisation.</li> </ul>

<p>Service Delivery and Program Management</p>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a range of engagement approaches suitable for use with children and young people impacted by alcohol and drug use;</li> <li>• Demonstrated ability to engage and form therapeutic relationships with people from diverse ages and backgrounds in a variety of settings;</li> <li>• Demonstrated skills in problem solving and negotiation skills especially with young people, families and service providers;</li> <li>• Sound knowledge of and experience in working with complex young people and their families in both an intake, assessment and withdrawal management to improve health outcomes for the child/young person;</li> <li>• Demonstrated ability to work collaboratively with other agencies in: coordinating service delivery, providing direct care to clients, and in advocating with and on behalf of children, young people and their families;</li> <li>• Work with family or identified support people and provide accurate information and supports to assist with withdrawal;</li> <li>• Commitment to the principles of Primary Health care and client and family focused practice;</li> <li>• Understanding of, and experience in, applying the principles of health promotion and harm minimisation;</li> <li>• Strong leadership skills and experience required to work effectively with senior management, staff and stakeholders;</li> <li>• Draft correspondence using agreed formats and structured guidelines; and</li> <li>• Promote a service-focused culture within work area.</li> </ul>
<p>Technical/Clinical Practice &amp; Governance</p>	<ul style="list-style-type: none"> <li>• Provide high quality, evidence based services to assist with the clinical assessment, medical or non-medical management and supervision of children and young people wishing to reduce, stabilise or cease their problematic use of alcohol or other drugs;</li> <li>• Work within the NSW home withdrawal guidelines and NSW Youth Health Framework 2017-2024 and other relevant framework and Policies;</li> <li>• Provide ongoing clinical monitoring and observation of clients, including: close liaison with medical officers for assessment of medical needs during withdrawal, the monitoring of withdrawal symptoms, mental health screening and assessment and documentation of progress;</li> <li>• Inform and educate the children/young people and their carers about withdrawal and other drug treatment including harm reduction; pharmacotherapy or other medication regimes; post withdrawal; support and treatment;</li> <li>• Demonstrated experience in the provision of evidence based therapeutic approaches to children/young people and their families with other complexities such as mental health, developmental or other health and wellbeing issues;</li> <li>• Liaise with key stakeholders to create integrated and coordinated care planning with other AOD services;</li> <li>• Provide sound advice, secondary consultation and capacity building sessions to other health and wellbeing service providers;</li> <li>• Participate in clinical case discussion and review within and external to Karralika Programs, where appropriate;</li> <li>• Provide clinical education and support for staff, clients, family members and external providers;</li> <li>• Ensure all appropriate assessment procedures, therapeutic planning processes and outcome measurements are undertaken;</li> <li>• Contribute to the development, implementation and promotion of evidence based standards, methodologies and policies that are compliant with relevant</li> </ul>

	<p>professional, industrial and legislative requirements which influence client treatment and care;</p> <ul style="list-style-type: none"> <li>• Assist in the maintenance of client records to meet privacy, confidentiality, legislative and security standards, client file audits and transfer file information;</li> <li>• Collect, analyse and report on client health data and program effectiveness;</li> <li>• Contribute or lead clinical improvement projects, the implementation of systems and other improvement initiatives;</li> <li>• Liaise with relevant professional bodies and associations;</li> <li>• Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements;</li> <li>• Maintain professional registration and operate within Code of Conduct and Ethics;</li> <li>• Represent the organisation at identified sector and community events and through relevant networks;</li> <li>• Excellent written and verbal communication skills and demonstrated skills in the use of information technology; and</li> <li>• Sound time management skills, with the ability to work both independently and as part of a multi-disciplinary team.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Participate in professional/clinical supervision including peer and supervisor review of professional practice where required;</li> <li>• Complete HR forms/reports;</li> <li>• Assist in and support staffing processes;</li> <li>• Participate in orientation of new staff;</li> <li>• Contribute to the delivery of training programs including staff orientation and supervision of students; and</li> <li>• Undertake activities to develop knowledge and expertise in relation to professional skills.</li> </ul>
Corporate Governance and Compliance	<ul style="list-style-type: none"> <li>• Promote contemporary best practice approaches including national and international trends in addiction treatment models and primary health care practice;</li> <li>• Comply with and monitor adherence with Karralika Programs Policies, procedures, Code of Conduct and Ethics, Work Health and Safety Policy, and Privacy Policy;</li> <li>• Under direction conduct and report on quality audits; and</li> <li>• Participate in activities supporting continuous quality improvement.</li> </ul>

<p>Qualifications, certifications and/or security clearance</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Unconditional registration with Australian Health Practitioner Regulation Agency – Division 1 nurse.</li> <li>• Working With Children Clearance</li> <li>• Bachelor of Nursing</li> <li>• Driver’s Licence</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Diploma of Community Services (Alcohol, Other Drugs and Mental Health).</li> <li>• Postgraduate qualification in related discipline</li> <li>• AOD core skills/Cert VI AOD</li> </ul>
<p>Core technical skills and knowledge required for role</p>	<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Clinical health services, disease prevention and management</li> <li>• Health screening, assessment and treatment planning for children and young people</li> <li>• High level of AOD treatment and withdrawal knowledge and/or experience</li> <li>• Ability to work effectively with key stakeholders, including family/support people.</li> <li>• Complex care planning and aftercare treatment planning</li> <li>• Health promotion and whole of person care</li> <li>• Excellent case notes and record keeping</li> <li>• Empathy, compassion and non-judgmental approach</li> <li>• Professionalism and professional boundaries</li> </ul>	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Best practice alcohol and other drug treatment services working with adults, families and children</li> <li>• Withdrawal management</li> <li>• Opioid replacement therapies and other pharmacotherapies</li> <li>• Medication management</li> <li>• Knowledge of TC Principles and Practices</li> <li>• Knowledge of Karralika Clinical Governance Policies and Procedures</li> <li>• Working with multiple morbidities including mental health</li> </ul>
<p>Core non-technical skills and knowledge required for role</p>	<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Working independently</li> <li>• Presentation &amp; Facilitation</li> <li>• Report Writing and record keeping</li> <li>• Research and analysis</li> <li>• Evaluation techniques</li> <li>• Written and Oral Communication</li> <li>• Problem Solving</li> <li>• Critical Thinking</li> <li>• Computer and Database / record keeping</li> </ul>	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Emerging drug treatments</li> <li>• Karralika Programs Governance Framework</li> <li>• Work Health and Safety legislative and policy obligations</li> </ul>

### Individual Work Plan

Each staff member will have in place, in addition to the above responsibilities, an Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Annual performance appraisals will be undertaken in June/July each year and a new plan put in place.