

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Community Alcohol and Other Drug (AOD) Withdrawal Nurse
<b>LOCATION</b>	Based at Deakin office, ACT
<b>AGREEMENT/AWARD</b>	Karralika Programs Single Enterprise Agreement 2010-2013
<b>CLASSIFICATION</b>	Division 1 or Division 2 medication endorsed Nurse
<b>CONTRACTED HOURS</b>	Full time (76 hours per fortnight)
<b>RESPONSIBLE TO</b>	Clinical Services Director

### 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 position builds upon the existing Non-Residential Withdrawal program, expanding and enhancing the services offered for people living in, or accessing services, in the ACT. The role works within a team of nurses that are supported by a multidisciplinary staff team. The role involves direct contact with people, and their loved ones, who are experiencing problematic alcohol and other drug use, who want to undergo a non-residential drug and/or alcohol withdrawal or reduction program in their own home or as an outpatient. This program is responsive to community requests for withdrawal or reduction from alcohol and/or other drugs and supports people for a short-medium timeframe. Comprehensive screening, assessment skills and experience and/or knowledge of low- moderate level drug and/or alcohol withdrawal is an essential requirement. This position also works with select General Practitioners, Addiction Medicine Specialists, alcohol and other drug services and a wide range of healthcare professionals and organisations. Secondary consultations and education sessions with other health service providers are also elements of this role. This position is mobile, functioning autonomously within the community as well as collaboratively within the nursing and multidisciplinary team. All our programs operate within the harm minimisation framework.

<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>
Service Delivery and Program Management	<ul style="list-style-type: none"> <li>• Utilise a range of engagement approaches, brief interventions and other strategies suitable for use with individuals impacted by alcohol and drug use;</li> <li>• Engage and form therapeutic relationships with people from diverse ages and backgrounds in a variety of settings;</li> <li>• Provide triage, screening, comprehensive assessment, evidence-based treatment and referrals to other health providers;</li> <li>• Work collaboratively with other agencies in coordinating service delivery, providing direct care to clients, and in advocating with and on behalf of clients and their families;</li> <li>• Provide secondary consultation and education to other health providers;</li> <li>• Work within the evidence-based withdrawal guidelines;</li> <li>• Work with family or identified support people and provide accurate information and supports to assist with withdrawal;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide support to the on-call roster for the Community team.</li> <li>• Commitment to the principles of Primary Health care and client and family focused practice;</li> <li>• Collate and analyse relevant information and contributing to reports as required;</li> <li>• Understanding of the broader factors which impact on the health and wellbeing of clients with substance use issues and/or complex needs;</li> <li>• Understanding of, and experience in, applying the principles of health promotion and harm minimisation;</li> <li>• Advise clients in relation to their rights and obligations;</li> <li>• Draft correspondence using agreed formats and structured guidelines;</li> <li>• Liaise with internal and external stakeholders to ensure positive outcomes including local Hospital and detoxification services, General Practices, Pharmacists and other providers; and</li> <li>• Promote a service-focused culture within workarea.</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 management and supervision of clients wishing to reduce, stabilise or cease their problematic use of alcohol or other drugs;</li> <li>• Work with clients to develop and review their Individual Treatment Plans developed at assessment;</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 clients and their carers about withdrawal and other drug treatment including harm reduction; pharmacotherapy or other medication regimes; post withdrawal; support and treatment;</li> <li>• Provide high quality, evidence-based secondary consultations to other health service providers;</li> <li>• Liaise with key stakeholders to create integrated and coordinated care planning;</li> <li>• Participate in clinical case discussion and review with the Karralika Programs multi-disciplinary team and external clinical teams as appropriate;</li> <li>• Provide nursing support to the Intake and assessment role, the community team and the wider organisation;</li> <li>• Provide 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 professional, industrial and legislative requirements which influence client treatment and care;</li> <li>• Organise collection of urine samples for drug testing and breathalyser samples and document results in clinical notes;</li> <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 activities and effectiveness;</li> <li>• Meet required Key Performance Indicators as specified;</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> </ul>

	<ul style="list-style-type: none"> <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</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>

Qualifications, certifications and/or security clearance	<u>Essential</u> <ul style="list-style-type: none"> <li>• Unconditional registration with Australian Health Practitioner Regulation Agency – Division 1 or 2 (medication endorsed) nurse.</li> <li>• Working With Vulnerable People Clearance</li> <li>• Nursing qualifications</li> <li>• Driver’s License</li> <li>• AOD core skills</li> </ul>	<u>Desirable</u> <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> </ul>
Core technical skills and knowledge required for role	<u>Skills</u> <ul style="list-style-type: none"> <li>• Clinical health services, disease prevention and management</li> <li>• Health screening, assessment and treatment planning</li> <li>• High level of AOD treatment and withdrawal knowledge and/or experience</li> <li>• Ability to work effectively with key stakeholders: community prescribers, pharmacists, family/support people.</li> <li>• Complex care planning and aftercare treatment planning</li> <li>• Health promotion and whole of person</li> </ul>	<u>Knowledge</u> <ul style="list-style-type: none"> <li>• Best practice alcohol and other drug treatment services working with adults, families and children</li> <li>• Experience working with Aboriginal and/or Torres Strait Islander people, organisations and communities</li> <li>• Experience working with young people with AOD issues.</li> <li>• Withdrawal management</li> <li>• Opioid replacement therapies and other pharmacotherapies</li> <li>• Medication management</li> </ul>

	<p>care</p> <ul style="list-style-type: none"> <li>• Case notes and record keeping</li> <li>• Empathy, compassion and non-judgmental approach</li> <li>• Professionalism and professional boundaries</li> </ul>	<ul style="list-style-type: none"> <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>
Core non-technical skills and knowledge required for role	<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, a 12 month 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.