

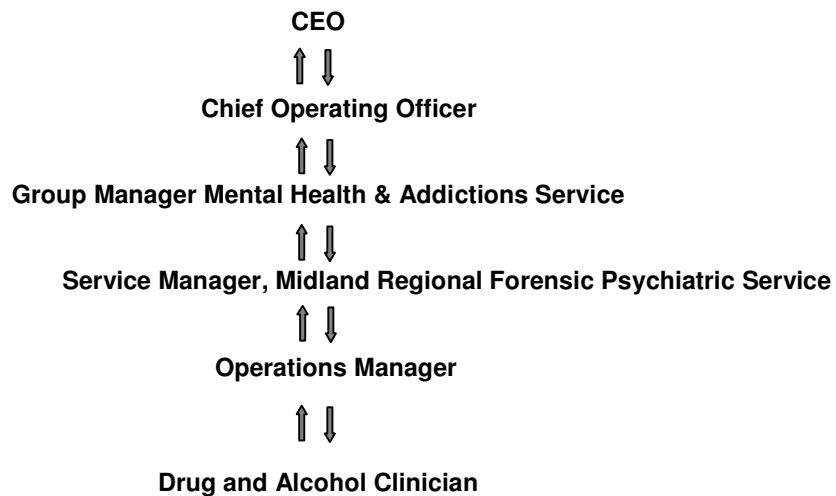
**Mental Health & Addictions Service
Position Description**

Position Title: Drug and Alcohol Clinician
Midland Regional Forensic Psychiatric Service

Responsible to: Operations Manager, Community Team, Midland Regional Forensic
Psychiatric Service

Prepared/Reviewed: October 2009

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Program Manager's Name : _____

Program Manager's Signature : _____

Date : _____

Purpose of the Position

- To provide alcohol and drug assessment and treatment to service users / tangata whaiora with mental illness whose lives are affected by alcohol and other drug use and dependency and co-occurring disorders.
- To provide a comprehensive and quality service which is accessible, appropriate and culturally sensitive, which will be accomplished in partnership with the service users / tangata whaiora, families / whanau and communities using alcohol and drug practices which encourages people towards enhanced quality of life.
- To work within a multi-disciplinary team and provide a high standard of service.

Nature & Scope of Responsibilities

Service Delivery

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|--|---|
| <ul style="list-style-type: none"> ○ To ensure comprehensive assessment, treatment and discharge planning occurs. | <ul style="list-style-type: none"> ○ Referrals are prioritised and clients are contacted within three working days. ○ Assessments, progress notes and discharge plans are documented in the appropriate format in accordance with service standards and legislative requirements. |
| | <ul style="list-style-type: none"> ○ Client confidentiality is maintained at all times to ensure the Privacy Act and Health Information Privacy Code 1994 are adhered to. ○ Documentation of client records and statistics are maintained correctly. ○ Multi-disciplinary approach is evident in planning and co-ordination of services. |
| | <ul style="list-style-type: none"> ○ The principles of the Treaty of Waitangi and cultural safety are incorporated into practice. ○ Ensure safety of practice through appropriate professional supervision. ○ Ensures the maintenance of high competency levels coupled with the delivery of professional standards of performance and conduct at all times in accordance with relevant Professional Body Standards of Practice. |

Liaison

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|--|---|
| <ul style="list-style-type: none"> ○ To maintain positive working relationships with internal and external | <ul style="list-style-type: none"> ↳ Productive relationships are maintained within multidisciplinary teams at all levels to |

| Liaison | |
|-----------------------------|--|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <p>stakeholders.</p> | <p>enable quality alcohol and drug service delivery.</p> <ul style="list-style-type: none"> ○ Attends and participates positively in clinical and other service meetings. ○ Liaison with other health professionals ensuring relevant information is shared. ○ Liaise with community groups / agencies to facilitate effective utilisation of services / resources. ○ Clients are appropriately directed to the organisation that can best meet their needs. |

| Health & Safety | |
|---|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies | <ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Comply with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training completed. |

| Risk Minimisation | |
|--|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ To actively contribute to risk minimisation activities within the service | <ul style="list-style-type: none"> ○ Contributes to the service's risk minimisation activities by: <ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service's risk minimisation activities ⌘ Complying with Waikato DHB policies, procedures, protocols and guidelines ⌘ Participating in audits in audits |

| Continuous Quality Improvement | |
|---|--|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service | <ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ⌘ Identifying improvement opportunities ⌘ Notifying the manager of these ⌘ Participating in the service's quality improvement activities ⌘ Providing good customer service ⌘ Complying with standards ⌘ Being responsive to customer requests or complaints ⌘ Working to improve customer satisfaction |

| Team Member | |
|--|--|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ Individual responsibilities actions and contributions enhance the success of the area/service/team and division ○ Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) | <ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Individual(s) contribute to the service, division and organisation ○ Work practices demonstrate and are consistent with The Toward Māori Health Gain Framework: <ul style="list-style-type: none"> ⌘ Partnership and shared decision making with Māori ⌘ Participation and consultation with Māori ⌘ Protection of Māori needs, values and beliefs ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices |

| Personal & Professional Development | |
|---|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development. | <ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend |

| Personal & Professional Development | |
|--|--|
| Accountabilities | Performance Measures |
| | <ul style="list-style-type: none"> ○ appropriate education and training ○ Participates in own performance review annually. |
| <ul style="list-style-type: none"> ○ The staff member will perform such other duties as reasonably required by the Operations Manager in accordance with the conditions of the position. | <ul style="list-style-type: none"> ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe. |

Problem Complexity

- Alcohol and Drug assessment and treatment is provided to forensic mental health service users / tangata whaiora with a range of problems from substance misuse, substance dependency and associated co-occurring disorders.
- Knowledge and experience in using diagnostic criteria is imperative.
- Knowledge and experience in using recovery models. (eg. CBT, MET and 12 Step Facilitation, etc.)
- Exceptional skills in networking and negotiation, to ensure safe outcomes for clients whilst retaining good working relationships.
- Requirement to work intersectorially.
- Assessment of risk and safety of self, client and others.
- Requirement to work and relate to many cultural groups across: ethnicity, sexuality, drug cultures and age.
- An integrated, non-judgemental approach is essential.
- Highly developed conflict resolution skills are necessary.

Scope for Action

- Authority in the day to day management of their client work activities within service and legislative requirements and guidelines.
- Requirement to meet and consult with clients, carers and other health care providers. Intervention, negotiation, advocacy and facilitation will be required at times.
- Responsibility within the Midland Regional Forensic Psychiatric Community Team to provide a timely, effective, efficient service, addressing the needs of service users / tangata whaiora.
- Will be involved in policy development and the development of standards and competencies.

Budget : ○ Nil

Staff Reporting

Direct Reports : ☞ Nil

Staff Numbers : ○ Nil

Relationships

- Internal :**
- ⌘ Interacts regularly with:
 - ⌘ Operations Manager –Midland Regional Forensic Psychiatric Service
 - ⌘ Service Manager – Midland Regional Forensic Psychiatric Service
 - ⌘ Clinical Nurse Managers – Inpatient
 - ⌘ Clinical Leader – Alcohol and Other Drugs
 - ⌘ Responsible Clinicians
 - ⌘ Multi-Disciplinary teams
 - ⌘ Other Health Professionals
- External :**
- ⌘ Need for facilitation skills, relationships with other health providers and agencies, both voluntary and statutory.
 - ⌘ GP's and other external health professionals / clinics.
 - ⌘ Hauora Waikato
 - ⌘ Community and government agencies and Iwi.
 - ⌘ Patients and caregivers
 - ⌘ Families of patients

Person Specifications

Credentials (applies to all Health Professionals)

- Essential :**
- ⌘ Health professional qualification i.e. Bachelors in Psychology, Nursing, Social Science, Social Work, A & D Studies and Counselling, and / or Post Graduate Qualifications, and / or equivalent experience.
 - ⌘ Relevant Professional Competency, or a commitment to obtain one.
 - ⌘ Current Full New Zealand drivers licence.
 - ⌘ Membership or working towards one, with DAPAANZ.
- Desirable :**
- ⌘ Professional affiliation to DAPAANZ as a registered practitioner.

Training and Experience

- Essential :**
- ⌘ Demonstrated understanding of the alcohol and drug sector and the issues affecting the lives of those people with an alcohol and / or drug problem.
 - Demonstrated professional competence as an Alcohol and Drug counsellor.
 - Demonstrate understanding of Mental Health issues affecting the lives of people with substance use problems.
- Desirable :**
- ⌘ Relevant experience in an alcohol and drug or mental health setting.

Competencies

Essential :

- ↳ Knowledge of alcohol and drug and mental health practice.
- ↳ The ability to work effectively within a diverse workforce.
- ↳ A proven effective communicator with high level interpersonal and negotiation skills.
- ↳ An understanding of cultural / ethnic practices and beliefs.
- An ability to set priorities with a workload.
- Be self-motivated.
- Be enthusiastic about recovery models.
- Ability to work with a wide range of people.
- Ability to work well within a multi-disciplinary team.
- To be client-centred. Provide service that is client driven and driven by client's need.

Desirable :

Scope of Practise:

- To work in accordance with the Scope of Practice of the relevant professional organisation to which the Clinician is registered.
- To work in accordance with any Acts that may cover the profession to which the Clinician belongs.