



Northern District Community Health

"Healthy, empowered and connected people in our rural communities."

POSITION DESCRIPTION

Private & Confidential

Position:	Rural Withdrawal Nurse
Staff Member:	VACANT
Location:	Based in Kerang, providing services across Gannawarra Shire and northern end of Loddon Shire and Buloke Shire
Job Status:	Fixed term to cover 4 months leave
Award:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification:	3B Classification
Hours per fortnight:	68 Hours
Date of Review:	February 2024
Next Scheduled Review:	February 2025

Document Title: Rural Withdrawal Nurse Position Description

Reviewed by: AS

Version: 2023 **Effective Date:** February 2024

Next Review Date: February 2025

Line of Management:

Reports To: Team Leader – Community Support

Supervises: NA

Education, Qualifications & Experience:

- Registered Div 1 Nurse with experience in acute nursing requirements for clients undertaking withdrawal programs.
- In accordance with the Victorian Alcohol & Other Drugs sector’s minimum qualifications standard, this position requires the Registered Nurse to have attained or to be working towards the four core competencies in AOD work. Recognition of Prior Learning (RPL) is applicable.

Purpose of this Position:

To improve outcomes for clients with drug issues by providing access to appropriate withdrawal services in the rural communities in line with the Victorian Department of Human Services Drug Treatment Services Framework.

Key Selection Criteria:

- An ability to work independently and co-operatively with team members.
- Well-developed organisational and communication skills and to function with confidentiality, tact, and diplomacy.
- Knowledge of alcohol and other drug issues within the community.
- Proven track record of delivering optimal client outcomes.
- Excellent presentation and writing skills.
- Strong computer literacy skills.
- Knowledge of, and commitment to harm minimisation philosophy, community health policies, health promotion and early intervention.

Responsibilities Specific to this Position:

- To be responsible for co-ordinating, developing and determining strategies for the implementation of rural withdrawal program whilst remaining within scope.
- To enhance linkages between Drug Treatment agencies, General Practitioners, Mental Health Services, Hospitals, SHS Services and Aboriginal services to achieve seamless support for clients undertaking withdrawal.
- To provide an experienced reference point and support for the education of generalist services on withdrawal issues.
- To evaluate effectiveness of service provision in meeting client needs.
- To monitor the course of withdrawal and liaise with the medical practitioner concerning the need for pharmacotherapy and medical care.
- To provide other appropriate services, including family support where relevant, for carers and families of those affected by alcohol and drug use.

Document Title: Rural Withdrawal Nurse Position Description

Reviewed by: AS

Version: 2023 **Effective Date:** February 2024

Next Review Date: February 2025

- To provide suitable information and resources on a wide variety of health issues to individuals, media, other professionals, and community groups.
- To participate in the Community Support intake process as required.

Organisational Responsibilities:

- Keep accurate records of the program deliverables as set out in any funding agreement NDCH may hold with the funder and support the provision of this data in a timely fashion.
- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy, the Charter of Human Rights, and the United Nation's Convention on the Rights of the Child.
- To always work within the NDCH culture, encouraging and supporting other staff to do so as well.
- To comply with NDCH Codes of Professional Conduct & Ethics.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct/Ethics/Standards should be interpreted with reference to these laws. The Codes/Standards should also be interpreted with reference to the organisational rules and procedures to which professionals may be subject. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence.
- To actively participate, as part of an inter-disciplinary team, in a cooperative manner to enhance the team functioning including in Allied Health Team Meetings.
- To work within a continuous quality improvement framework and support the agency's quality review processes, including internal systems auditing.
- To participate in annual professional development, including review of position description.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety through effective leadership, and to always perform duties of this role within those standards.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, as well as NDCH's vision, mission and values.
- Be supportive of the broader NDCH team and encourage problem solving when issues arise within the culture of NDCH.
- Maintain a congenial, respectful working relationship with all colleagues as per the NDCH culture.
- If you disagree with Executive Team members on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.
- Contribute as a member of a multidisciplinary group to the success of your team
- Attend meetings and contribute to decision making and problem solving.
- Inform your Team Leader of emerging issues that relate to you and your team's role function, advising them of your management of caseloads and job tasks towards achieving program targets.
- Provide reports and documentation to Team Leaders as requested.

Document Title: Rural Withdrawal Nurse Position Description

Reviewed by: AS

Version: 2023 **Effective Date:** February 2024

Next Review Date: February 2025

- To perform any other duties as delegated by Management or Team Leader as relevant to your position and scope of practice.

Health, Safety & Wellbeing:

- All NDCH staff have a responsibility to ensure their conduct and behaviour towards clients protects the client's safety and wellbeing at all times.
- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the workplace.
- NDCH is an equal opportunity employer. NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- All NDCH sites are smoke free workplaces.
- NDCH promotes respectful relationships and gender equality within the workplace and in our communities.
- NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children, and women, and takes an active role within the workplace and the community to promote this stance.

Mandatory Information, Checks & Training:

COVID-19 Vaccination Status:

NDCH Strongly encourages all staff to be fully vaccinated and boosted against COVID-19.

Drivers Licence:

All staff are required to have and maintain a valid driver's licence. Any conditions on your licence should be indicated in your application. Any change to the conditions of your driver's licence whilst employed must be communicated to Management as soon as possible.

National Police Check:

Appointment and ongoing employment are subject to a satisfactory National Police Check. This is mandatory for all Employees.

All personnel of NDCH are required to notify Management as soon as possible of any criminal conviction within Australia or overseas.

International Police Check:

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regard to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

Working with Children Check (WWCC):

It is a requirement of NDCH that all employees undergo a Working with Children Check in accordance with the Working with Children Act 2005 (amended 2016).

Child Safe Standards Training:

All staff are required to undertake the Child Safe online module with the Centre for Excellence in Child and Family Welfare to gain the knowledge and skills necessary to

Document Title: Rural Withdrawal Nurse Position Description

Reviewed by: AS

Version: 2023 **Effective Date:** February 2024

Next Review Date: February 2025

embed the child safe standards into their practice. This will be undertaken after commencement in your role with update opportunities made available.

Family Violence Training:

NDCH provides training opportunities for staff under the Strengthening Hospital Responses to Family Violence and, for those staff who work 1:1 with clients, Child (CISS) and Family Violence Information Sharing (FVISS) Schemes.

NDIS:

It is a requirement of NDCH that all employees undergo a NDIS Screening Check & are required to sign their commitment to work within the NDIS Quality & Safeguards Commission Code of Ethics, even if their role does not require them to provide specific disability supports.

All NDCH staff are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.

Signed in Acknowledgement:

Employee:		/ /20
Manager:		/ /20