



Position Description

Rural Withdrawal Nurse 0.4EFT

Staff Member:	VACANT
Location:	Based in Kerang, providing services across Gannawarra Shire and northern end of Loddon Shire and Buloke
Job Status:	Part Time until 30 December 2021 Position conditional on funding
Award:	Nurses Award
Classification:	3B Classification
Hours per fortnight:	32 hours
Position Created:	July 1999
Last Review:	December 2020
Next Scheduled Review:	December 2021

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Line of Management:

Reports To: Chief Executive Officer
GM – Program & Services
TL – Community Support

Supervises: NA

Internal Liaisons: GM – Corporate Services
Team Leaders
All NDCH Staff

Education, Qualifications & Experience:

- Registered Division 1 Nurse with experience in acute nursing requirements for clients undertaking withdrawal programs.
- In accordance with the Victorian Alcohol & Other Drugs (AOD) sector's minimum qualifications standard, this position requires the counsellor to have attained, or be working towards in the first 18 months of employment, the four core competencies in AOD work.

Key Selection Criteria:

- An ability to work independently and co-operatively with team members.
- To have well developed organisational and communication skills and to function with tact and diplomacy.
- An awareness and sensitivity to needs and understanding of staff, clients and general community.
- Knowledge of alcohol and other drug issues within the community.
- 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.
- Current drivers licence.

Purpose of this Position:

- To improve outcomes for clients with alcohol and other 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.

Responsibilities Specific to this Position:

- To plan a 24-hour, 5 - 7 day nursing withdrawal consultation support as is deemed appropriate by the Medical Officer. This plan is to be developed in association, and consultation as required, with hospitals, medical practitioners and counsellors to achieve co-ordinated alcohol and other drug withdrawal at home or in hospital.

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- To provide information and support to the client and support person to strengthen the course of withdrawal, including information on how to deal with emergencies. The support person, whether a family member or not, must be present or available and in the immediate vicinity during home based withdrawal.
- 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.
- To enhance linkages between Drug Treatment agencies, General Practitioners, Mental Health Services, Hospitals, SHS Services and Koori services to achieve seamless support for clients post-withdrawal support.
- 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 contribute to the requirements of the National Drug Strategy 2017-2026.
- To assist with facilitating, developing and operating a community health program which reflects the community's needs.
- To promote good health and wellbeing in the communities covered by NDCH.
- To facilitate health promotion activities in conjunction with the Health promotion team when necessary.
- To actively participate as part of a multi-disciplinary team.
- To contribute to a team environment amongst the staff at NDCH, which is commensurate with providing high quality health care for the community.
- To be responsible for co-ordinating, developing and determining strategies for the implementation of specific health programs.
- To undertake health promotion and education including group activities in a wide range of community settings.
- To promote health by any medium that is appropriate and to extend National and State Promotion programs to the local community where appropriate to local needs.
- To negotiate an Individual Treatment Plan with the Client.
- To work within a philosophy of Family Sensitive Practice.
- Health Promotion will be an integral component of all activities.
- To provide suitable information and resources on a wide variety of health issues to individuals, media, other professionals and community groups.
- To provide individual and family support where appropriate.
- To offer clients referrals to local or regional services as appropriate.
- To act as an advocate on behalf of clients.

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- To liaise with health professionals, community groups, statutory and non-government agencies and individuals in order that a co-ordinated service is available to the community.
- To facilitate co-ordination of a broad range of health services in the area.
- To liaise with other community health workers and centres to promote professional development.
- To be aware of the activities of other professional community based organisations and maintain a knowledge of community health trends.
- To refer, as appropriate, those clients who can additionally or alternatively be best assisted by other services both within and outside Northern District Community Health.
- To participate in community development and promotional planning projects which are appropriate and relevant to the policies of NDCH.
- To participate in the training of students.
- To attend appropriate workshops, conferences and professional development training relative to the needs and work in this area and to ensure skills are maintained and up to date.
- To promote healthy family relationships through counselling, education and community awareness.
- To establish and maintain client files in conjunction with the Client Records Policy.
- To maintain statistical records and to prepare reports as requested.
- To adequately evaluate programs developed by the incumbent and document all activities.
- To attend meetings and participate in programs out of hours when essential

Organisational Responsibilities:

- 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

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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 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 Management 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 teams 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.
- 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 work place.
- 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.

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- 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 Checks & Training:

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 is 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 regards 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).

NDIS

All staff working in disability services 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.

Those staff working in specific disability services (NDIS) 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