



JOB DESCRIPTION

Professional Leader - Alcohol and Other Drug Services

Position Title:	Professional Leader - Alcohol and Other Drug (AOD) Services
Organisation Unit:	Mental Health and Addiction Services
Location:	Whangarei, Northland District Health Board
Responsible to:	General Manager, Mental Health and Addiction Services Northland District Health Board
Primary Functions of the Position:	<p>Provide clinical leadership to the AOD profession within Northland District Health Board.</p> <p>Actively support the AOD profession whilst also meeting the objectives of the organisation.</p> <p>Promote provision of safe and high quality AOD services in Northland District Health Board.</p> <p>Develop working partnerships with managers, clinicians, other staff and other relevant stakeholders, that allow the responsibilities of this position to be met.</p> <p>Develop a Model of care for Te Tai Tokerau that is fit for purpose and reflects a contemporary AOD service that provides effective outcomes for Māori.</p>

Functional Relationships

The Professional Leader - Alcohol and Other Drug Services will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • General Managers • Clinical Directors • Te Mana Karerea • Allied Health Advisors Group • Operational Managers • Clinicians • Human Resources • Te Poutokomanawa • Chief Medical Officer • Director of Nursing and Midwifery • Funder • Māori Directorate 	<ul style="list-style-type: none"> • Dapaanz and any other professional bodies related to AOD • Workforce development organisations • New Zealand Police • Department of Corrections NZ • Ministry of Justice • Non-Government Organization • AOD networks • Education institutions • Primary Health Organisations • Non-Government Organisations • Te Pou • NZ Transport agency



Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The Professional Leader - Alcohol and Other Drug Services encompasses the following key result areas and expected outcomes:

Key Responsibility Area	Expected Outcomes
<i>Te Tiriti o Waitangi</i>	<ul style="list-style-type: none"> Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner Attend the Northland District Health Board Te Tiriti o Waitangi Training



Key Responsibility Area	Expected Outcomes
<p><i>Effective leadership for the AOD profession</i></p>	<ul style="list-style-type: none"> • Maintain own clinical practice, clinical supervision and competency. • Establish and maintain professional networks internally and externally (at a local, regional and national level). • Stay informed on national and international trends and developments in the profession of AOD. • Develop and maintain mechanisms for disseminating information to AOD clinicians/case managers within the organisation. • Lead and support AOD service planning and improvement initiatives. • Ensure AOD services are delivered in ways that are accessible, acceptable and provide equitable care for Māori • Support and foster close working relationships with the NGO and wider sector. • Demonstrates a commitment to improving and monitoring outcomes for Māori. • Attendance and participation at relevant meetings (e.g. CGG and Te Ara Oranga Steering group Meeting). • Ensure that the Model of care is fit for purpose and reflects a contemporary AOD service that provides effective outcomes for Māori.
<p><i>Efficient, safe and effective patient care</i></p>	<ul style="list-style-type: none"> • Support and encourage evidence-based practice. • Supports and encourages practice based evidence to inform ways to improve outcomes for Māori. • Promotes the use of ADOM as an outcome measure both with individuals/whanau but as a way of measuring the effectiveness of services. • Actively provide advice to managers on AOD scopes of practice, job descriptions, supervision and competency to practice. • Alongside TL/ SM is actively involved in recruitment to designated senior roles within the AOD service. • Provide advice to management on staffing and equipment requirements. • Support the use of outcome measures relevant to AOD. • Contribute to investigating and addressing complaints and incidents relevant to AOD. • Link in with Regional Lead for SACAT oversight and implementation. • Ensure that workforce requirements for Authorized Officers (under SACAT) are undertaken. • Work with OST to ensure that all legislative requirements are in place to ensure safe service delivery.



Key Responsibility Area	Expected Outcomes
<p><i>Planning and monitoring service provision</i></p>	<ul style="list-style-type: none"> • Be actively involved in strategic and operational service planning. • Be connected into National and International centers for learning and practice in AOD. • Actively look for opportunities for service development and improvement. • Facilitate workforce planning initiatives relevant to AOD. • Advise on AOD workforce composition requirements. • Advise on the impact of any proposed changes on the AOD workforce or the service. • Support the use of clinical audits. • Provide advice on AOD staff workloads. • Engage in processes that monitor quality of service. • Contribute to monitoring key service outputs and outcomes. • Support the use of data – broken down by ethnicity to inform service development and priorities.



Key Responsibility Area	Expected Outcomes
<p><i>Recruitment, AOD workforce and professional development support and supervision</i></p>	<ul style="list-style-type: none"> • Ensure profession specific involvement in interviews and recruitment processes for AOD positions within the organisation. • Ensure the affirmative action plan is incorporated into recruitment and retention strategies for the workforce. • Take an active role in orientation of new AOD staff using discipline specific competency based orientation programme. • Advise on recruitment and retention strategies for AOD staff. • Participate in team planning • Ensure appropriate clinical supervision, continuing competence and performance review processes. • Vetting internal and external supervisors and recommendations for external supervision contracts • Mediation if required • Align, promote and enable professional registration requirements. • Identify relevant professional development needs and opportunities that support consistent, safe and effective care. • Individual professional development plans with staff and managers. • Professional body competency programmes and CASP. • Vetting and recommending training and professional development activities in their field of expertise. • Make recommendations about financial investment in conferences and external training. • Support and advise on internal and external education opportunities and processes to enable professional development needs to be met in a cost effective way. • Advice on scopes of practice • Development of new job descriptions • Clinical consultation in the area of AOD • Development and monitoring of the competency aspects of performance management plans, when there are disciplinary issues with a staff member. • Consultation and advice regarding Serious Events Analysis where AOD expertise is required. • In service training and teaching within area of expertise. • Oversight of student placements / internships. • Liaison with education providers as appropriate. • Best practice guidelines – implement AOD National recommendations / guidelines. • Support and advice on clinical / documentation audits • Observing and monitoring clinical work • Assessing competency



Key Responsibility Area	Expected Outcomes
<p><i>Systemic approach to compliance with contractual and statutory obligations</i></p>	<ul style="list-style-type: none"> • Engage with managers and AOD clinicians/case workers to ensure current practice standards are supported throughout the organisation. • Monitor and report on compliance with Dapaanz and any other regulatory board. • Support the development of policies and procedures to govern clinical and quality activities that meet statutory obligations. • Workforce professional development planning • Strategic planning. • New Service developments. • Input into contracts and proposals. • Research. • Actively provide advice to Human Resources on salaries and merit steps to enable consistency across the organisation. • Scoping of existing job descriptions.
<p><i>Reducing inequalities in Māori health status</i></p>	<ul style="list-style-type: none"> • Identify barriers to Māori accessing AOD services. • In partnership with Te Poutokomanawa identify strategies to reduce barriers to AOD service access and to support culturally appropriate and safe practice. • Support professional development and recruitment initiatives that encourage culturally appropriate and safe practice. • Work towards Māori achieving equity of outcome through AOD services. • Work in partnership with NGO providers. • Actively support the use of Te Ao Māori models of care.
<p><i>Health & Safety</i></p>	<ul style="list-style-type: none"> • Ensure compliance with designated responsibilities detailed in Northland District Health Board's Health and Safety Policy and annual objectives • Promote an environment of physical, occupational, cultural, ethical and legal safety • Participate in the organisation's Health and Safety Management training programme. • Observe safe work practices, rules and instructions relating to work, and be pro-active in hazard management. • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> – Practicing and observing safe work methods; – The use of safety equipment; – Reporting unsafe conditions or equipment; and – Reporting and documenting all accidents or incidents.
<p><i>Privacy and Confidentiality</i></p>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and NDHB's Privacy Policies and Procedures.



Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential

- Full Dapaanz registration - AOD clinician
- Training in CEP

Desirable

- Post Graduate Qualifications in MHAS
- Project management training
- Adult teaching and development training
- Supervision Training

Experience

Essential

- At least five years relevant clinical experience within AOD
- A strong and positive role model
- Experience in supervising other clinicians
- Approved by Dapaanz as an accredited AOD supervisor
- Service improvement project experience
- Engaging communities and whanau and experience working collaboratively
- Leadership experience.

Desirable

- Project management experience
- Group work and facilitation
- Whanau and community work.

Awareness and Understanding of

Essential

- Te Tiriti o Waitangi and its application to the health setting
- Legislation relevant to working in a health setting including the Privacy Act 1993, Health Information Privacy Code 1994 and Health and Safety at Work Act 2015
- DAPAANZ and other relevant professional bodies e.g. NZSW
- CEP (Co-Existing Problems) models and interventions
- Understanding of Māori Health and Addictions model.

Desirable

- Understanding criminogenic thinking and the principles of risk
- Previous leadership experience
- Previous experience leading, promoting or enabling innovative practice
- Familiarity with evidence and strengths-based approaches.



Skills & Personal Attributes

Skills

- Proven ability to influence health service delivery through the introduction of AOD interventions
- Proven ability to provide innovative solutions to health service delivery issues
- Proven ability to influence the practice of other health professionals
- Proven ability to work effectively within a multi-disciplinary team
- Proven ability to work autonomously
- Proven ability to facilitate groups
- Proven ability to write and co-ordinate internal training
- Excellent communication skills
- Culturally responsive
- Computer literacy
- Conflict resolution skills
- Networking skills
- Time management skills
- Commitment to personal wellbeing.

Personal Attributes

- Sense of Humour
- Resilient
- Positive can-do attitude
- Respect differences
- Honesty and integrity.

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title:

Signature of employee:

Date: