

JOB DESCRIPTION

Alcohol & Drug Counsellor/Registered Health Clinician Community Mental Health & Addictions Services

Position Title:	Registered Health Clinician/AOD Counsellor
Organisation Unit:	Far North Mental Health & Addictions Service
Location:	Far North Mental Health Service offices, Northland District Health Board
Responsible to:	Team Leader Far North Mental Health & Addictions Service, Service Manager Mid & Far North Mental Health & Addictions Service, Northland District Health Board
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide a referral, assessment, counselling and duty intervention service within the Mental Health & Addictions Service To participate as a team member of the multi-disciplinary team. To maintain focused professional development activities and supports the professional development of colleagues. To contribute to the ongoing improvement of the service by participating in the development and delivery of quality enhancement initiatives

Functional Relationships

The Registered Health Clinician/AOD will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> Members of the multidisciplinary team Advocacy Groups Members of the General Hospital Medical Officers, General Practitioners and Pharmacists Mental Health Teams Other Health Professionals/Health Providers Statutory Government Agencies Advocacy Groups General Manager/Operations Manager District Manager Clinical Head of Department Multidisciplinary teams Medical staff Clinical Head of Department AOD Consumer advocates Professional Leaders – Nursing/Social Work/Psychology/Consumer Advocate CSW Coordinator Te Kohanga Hauora (SAU) 	<ul style="list-style-type: none"> Volunteer/Community Agencies Maori Health Providers/Iwi Organisations Whanau Hapu and Iwi PHO Correctional services NGOs Primary health care providers, including GPs Tertiary education providers NZ Nursing Council Professional bodies and associations Health and social support agencies Statutory agencies – NZ police, CYFS, District Courts



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 position of Registered Health Clinician/AOD encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Client focused practice
- Communication & Teamwork
- Professional Development
- Relationship building
- Quality Improvements
- Continuous Quality Improvement
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
<p><i>Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> • Contribute to the promotion of the principles of Te Tiriti o Waitangi and the involvement of Maori within the decision making process for their health and independence, within District Health Board management processes and procedures • Include the 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 Maori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
<p><i>In collaboration with the multi-disciplinary team, contributes to client treatment planning and carries out treatment, counseling, group programmes and other related activities with clients and their whanau suffering with Mental Health & Addiction problems.</i></p>	<ul style="list-style-type: none"> • Carries a caseload as designated by the Manager according, attends referral and case management meetings and has responsibility for administering the treatment plan. • Provides assessment, counselling and support to clients and their whanau • Ensures treatment options are implemented and discussed with clients and the treatment team with a focus on consistency of care. • Provides case management and monitoring of clients on the methadone programme. • Maintain clear, accurate written records of treatment with clients, their progress and document any multi-disciplinary treatment plan, (including assessment, treatment plan and review). • Utilise and work with other agencies, volunteer groups, iwi and other Health Professionals as necessary while maintaining clinical responsibilities as stated in the treatment plan. • Provides urgent and crisis support to the clients on carried caseload within working hours. • Provides information for clients and whanau on the nature of the problem and implications for treatments. • Participates in duty service for clients as rostered/required. • Works alongside the team psychologist to provide appropriate interventions



Key Responsibility Area	Expected Outcomes
<p><i>In collaboration with the multi-disciplinary team, contributes to client treatment planning and carries out treatment, counseling, group programmes and other related activities with clients and their whanau suffering with Mental Health & Addiction problems.</i></p>	<ul style="list-style-type: none"> • Carries a caseload as designated by the Manager according, attends referral and case management meetings and has responsibility for administrating the treatment plan. • Provides assessment, counselling and support to clients and their whanau • Ensures treatment options are implemented and discussed with clients and the treatment team with a focus on consistency of care. • Provides case management and monitoring of clients on the methadone programme. • Maintain clear, accurate written records of treatment with clients, their progress and document any multi-disciplinary treatment plan, (including assessment, treatment plan and review). • Utilise and work with other agencies, volunteer groups, iwi and other Health Professionals as necessary while maintaining clinical responsibilities as stated in the treatment plan. • Provides urgent and crisis support to the clients on carried caseload within working hours. • Provides information for clients and whanau on the nature of the problem and implications for treatments. • Participates in duty service for clients as rostered/required. • Works alongside the team psychologist to provide appropriate interventions
<p><i>Professional Development</i></p>	<ul style="list-style-type: none"> • Regularly meets, individually or in groups, with the Team Manager to discuss professional and practice issues, improvements or concerns • Prepares strategies for the implementation of an individual performance development plan to maintain and extend knowledge and skills, which is regularly reviewed • Maintains and demonstrates currency of knowledge in AOD and developments in mental health practices • Supervises students as per Organisation agreements with educational agencies • Supervises and directs non-clinical staff appropriately to ensure safe delivery of service as required • Undertakes performance appraisal with the Team Manager at least annually • Utilises practice improvement and support mechanisms available, such as clinical supervision, peer review and debriefing



Key Responsibility Area	Expected Outcomes
<p><i>Continuous Quality Improvement</i></p>	<ul style="list-style-type: none"> • Understands and complies with relevant legislation governing practice, legal mandates and responsibilities, professional standards of practice (competencies), clients' rights and confidentiality • Attends meetings which relate to the improvement of service quality, communication and the care of clients on their caseload • Demonstrates a commitment to quality improvements, risk management and resource utilisation by: <ul style="list-style-type: none"> – Participating in the development of strategic and operational plans – Contributing to projects that enhance the clinical implementation of evidence-based practice – Acting to identify and minimise risk to the client and organisation – Complying with systems that assist with the identification of, and corrective action, due to accidents, incidents, and complaints from clients, families, public and/or staff. – Contributes to reviews of data integrity and to quality improvement strategies, including the national mental health key performance indicators.
<p><i>Participate in group programmes, and provide support for post treatment programmes</i></p>	<ul style="list-style-type: none"> • Participate in the facilitation of group programmes • Ensure treatment options are implemented and discussed with the client and the treatment team with a focus on consistency of care.
<p><i>In conjunction with other staff in the service and the Community, develop programmes appropriate to our service delivery model</i></p>	<ul style="list-style-type: none"> • Participation in education programmes for clients and whanau, the wider community and in-service programmes as negotiated with Team Leader. • Provide information and advice to clients and their whanau regarding the relevant support groups and services available in the community and where appropriate, to facilitate links between the client and such groups. • Regular liaison with relevant statutory, voluntary agencies and community groups.
<p><i>In consultation with the Manager, knowledge and skills development is ongoing and up to date with current trends.</i></p>	<ul style="list-style-type: none"> • Develop and maintain personal professional practice in accordance with Service Vision, Guiding Principles and objectives. • Supervision is undertaken on a regular basis, both peer and individual supervision in accordance with Mental Health Service protocol on supervision. • Formal appraisal will take place not less frequently than annually. • Attends training relevant to the position as required by the Team Manager.



Key Responsibility Area	Expected Outcomes
<i>Contribute to the successful management of the Mental Health and Addiction.</i>	<ul style="list-style-type: none"> • Develop and deliver culturally/ethically/professionally appropriate alcohol and drug services following guidelines/policies issued by Northland Health. • Attend and contribute to multi-disciplinary team meetings. • Provide cover for annual leave/sickness for team members as deemed appropriate by the Manager. • To carry out other duties relevant to the position as may be required by the Manager
<i>Demonstrate commitment to bicultural development.</i>	<ul style="list-style-type: none"> • Work in partnership with Iwi, Hapu and Whanau. • Seek advice from Maori health workers, Maori Directorate, Cultural Supervisor, and/or Kaumatua as appropriate. • Have working understanding of Treaty of Waitangi and its relevance to Mental Health
<i>Quality Assurance</i>	<ul style="list-style-type: none"> • Provide information for monitoring the service as required and participate in Quality activities within Mental Health and Addiction Services
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Observe and promote 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
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

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

- Qualification(s) and/or training in counselling and facilitation skills in individual, group and whanau situations.
- A current full, clean drivers licence and able to travel throughout Northland as required.
- A recognised qualification in, Counselling, Addictions, or related fields.
- CBT qualification or working towards one
- Registered comprehensive nurse or registered psychiatric nurse.
- Annual Practicing certificate
- Current Drivers Licence

Desirable

- Postgraduate qualifications in Dual Diagnosis, Opioid treatments, or other relevant courses.
- Training or experience in Maori Cultural Models of practice e.g. Te Wero Me Te Aranga or similar courses.
- Evidence or substantial progress toward obtaining any of the above.
- Demonstrate an understanding of Tikanga Maori and Te Reo Maori
- Batchelor level qualification which makes them eligible for DAPPNZ full registration.
- Post-graduate qualifications in Mental Health and Addictions
- Evidence of ongoing professional development/activity

Experience

Essential

- Experience in Substance Abuse Treatment including an understanding of the needs of individuals and whanau facing such problems.
- Commitment and ability to work bi-culturally.
- Facilitating programmes
- Recent or current facilitation in brief intervention and peer support groups
- Evidence have worked in CBT model

Desirable

- Experience in assisting individuals experiencing dependency problems to progress through the detoxification and subsequent processes.
- Experience working in a multi-disciplinary setting including iwi groups.
- Experience working with Maori whanau and groups.
- Working with offender population.
- Working with clients experiencing co-existing disorders.

Awareness and Understanding of

Essential

- Te Tiriti o Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety at Work Act 2015
- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- Policy and Legislation related to mental health service delivery
- Principles of recovery
- Mental health and Addiction theory practice and ethical concerns.
- Ministry of Health National Mental Health Key Performance indicators.

Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards
- Knowledge of Northland's communities and resources
- Knowledge of Tikanga Maori.



Skills & Personal Attributes

Skills

- The ability to work with a wide variety of clients including those from various cultural/ethnic backgrounds.
- The ability to maintain harmonious working relationships with staff within the service
- An understanding of the principles of partnership and a commitment to the articles in the Treaty of Waitangi.
- In the case of persons who have recovered from personal alcohol or other drug abuse, two years continuous and uninterrupted sobriety is required.
- Demonstrated commitment to empowering people to achieve their best possible health.
- The ability to link in with whanau, Hapu and Iwi networks.
- Commitment to Tinorangatiranga O Te Hauora Maori.
- Excellent written and verbal communication skills
- Basic computer skills.
- Evidence of nursing knowledge and delivery of interventions that meet best practice standards
- Effective team member
- Demonstration of ongoing professional development
- Effective engagement with service users to enhance recovery
- Proven ability to work with whanau/family.
- Proven ability to integrate Maori perspectives into assessment and treatment of Maori service users.
- Evidence of willingness to challenge practice or behaviour that reflects stigma and discrimination to service users
- Ability to work effectively with service users with coexisting substance abuse problems
- Conflict and crisis resolution skills
- Computer literacy skills
- Effective time management and prioritisation skills

Personal Attributes

- To have knowledge of the protocol of Te Taitokerau Tikanga.
- Understanding of the dynamics of whanaungatanga.
- The ability to respond appropriately to a wide range of client needs.
- The ability to recognise ones own limitations and to take the appropriate remedial action where these limits are in danger of being exceeded.
- Understanding of the health system.
- Sound knowledge of Maoritanga.



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:

