

KRA 1: Alcohol and other Drug Mahi

Carry an active caseload of people requiring support to change use of alcohol and other drugs and participate in the group programmes, hui and wananga

Tasks:

- Provide AoD screening, assessments and risk assessments
- Work with tangata whai ora and whānau to develop, implement and review goal, relapse prevention and discharge plans
- Use therapeutic and best practice interventions including brief interventions
- Work on the implementation of goals in a creative and supportive way
- Use measurement tools for outcome and output evidence
- Participate in, or lead organisation and facilitation of whānau and AoD hui, and the community group programmes
- Use co-existing problem knowledge to ensure delivering all round care
- Use whānau ora and tikanga Māori approaches in all work
- Be a registered member of DAPAANZ or professional body or working towards this and follow requirements to maintain membership and registration

KRA 2: Collaboration and team work

Work with others to ensure positive and empowering outcomes for tangata whai ora and whānau

Tasks:

- Have active and current relationships with organisations that focus on mental health and/or addiction service provision
- Work in a collaborative way with internal services and external agencies when “shared care” and CEP services needed
- Liaise and consult with GPs and other health services as necessary to improve health of tangata whai ora
- Work with wider team to ensure all needs are met in relation to mental health and addiction
- Work with the registered nurse/health clinicians when necessary including taking and following advice on the clinical/medical aspects of the tangata whai ora care

KRA 3: Client Information Management

Ensure client information and documentation is accurate and timely

Tasks:

- All administration and documentation are completed in accordance with service and organisational guidelines and within specified timeframes;
- Complete all reporting and communication requirements in a timely manner;
- Participate in quality improvement activities as required;

KRA 4: Supervision

Ensure safe practice to tangata whai ora and their whānau through actively participating in regular supervision

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor
- Ensure that all practice and case management issues are taken to supervision;
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Comply with the requirements of the supervision contract and dapaanz/professional body
- Regularly reflect on own practice and adjust as necessary to ensure a quality service to whānau

KRA 5: Knowledge & Relationships

To stay abreast of developments and build strong community links that enhance the service provided to rangatahi and their whānau

Tasks

- Continuously build your knowledge base on the developments of the mental health and addictions sector to ensure whānau are receiving the best possible service
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- Actively participate in all team and one-on-one hui and workshops

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development and in-service training opportunities

The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, the job holder may be required to perform duties outside of their normal responsibilities as needed.

PERSON SPECIFICATION

Experience & Qualifications

- National qualification or equivalent in alcohol and other drug work qualifications that meets dapaanz requirements for a practitioner or other professional body
- Experience working with alcohol and other drug work or mental health services
- Full drivers' licence
- Can use word processor for communication needs including word processing, communication and internet research

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Excellent facilitation and communication skills
- Understand and be committed to improving health for Māori
- Open to different perspectives of tangata whai ora
- Believe in and can implement a recovery wellness approach
- Well organised and can prioritise
- Able to maintain confidentiality
- Is acceptable to whānau, hapū and iwi and Māori community
- Creative and innovative within restricted resources

Physical Attributes – Community based

- A medium degree of physical capacity is required as the work involves standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) both in an office environment and out in the community
- Visual ability sufficient to drive a motor vehicle, read accurately, write/record in a legible manner
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication

Other requirements of this position

- Must be able to pass Te Oranganui background check process