

Position Description

Night Practitioner / Kaituku Haumanu muruàpò

Reports to Clinical Manager

Service/Team Residential

About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest, to feel hopeful about their future and to have meaningful relationships with friends and whānau.

We are known for providing effective, evidence-based services that support wellbeing. We want tāngata whai ora (people seeking wellness) to have options to access the support they need in ways that work for them.

Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia

Tuia te muka tangata ki te pou tokomanawa

Ka tū mana motuhake; Ka noho herekore i ngā waranga me ngā wero nui o te ao

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.

Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare haumarū, he whare tūmanako hoki e tīni ai te tangata, he wāhi whakaaroaro, he wāhi ako, he wāhi tūhono anō hoki, mei kore e puta tātou ki te wheiao, ki te ao mārama.

We create hopeful and safe spaces for change with opportunities to reflect, learn and connect so that people can move towards a brighter future.

Position Purpose

To provide assessment and treatment to (in partnership with) clients/tāngata whaiora/rangatahi including family/whānau, whose lives are affected by alcohol and other drug use, dependency and co existing disorders. To provide comprehensive clinical assistance based on best practice, that is effective, of high quality and meets the needs of clients/tāngata whaiora/rangatahi and the residential service.

To ensure the overnight safety and security of clients and the residential site. To complete administration and general tasks as allocated to support the weekly operational requirements of the service.

Key Areas of Responsibility

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> • Provides support, assessment, treatment and management of clients/tangata whaiora/rangatahi to achieve effective client outcomes and client satisfaction • Facilitates consultation and liaison with clients/tangata whaiora/rangatahi and their family/whanau as required • Participates in the education and follow-up of the clients/tangata whaiora/rangatahi and family/ whanau and relevant others regarding treatment plans • Participates fully in multidisciplinary team meetings when required and is involved in integrated treatment planning • Is responsible for undertaking clinical and non-clinical tasks within own scope of practice as directed by the Advanced Practitioner or Clinical Manager as appropriate. • Is aware of when and how to seek assistance if tasks are outside scope of practice or knowledge level • Ensures that all treatment documentation meets the criteria set by the organisation • Ensures that clinical practice follows organisational policies, procedures and systems and adheres to all clinical protocols. • Completes regular bed checks as scheduled and records that clients are in their rooms according to the allocation sheet. • Provides security for the facility by being awake and vigilant throughout the night which includes completing and recording external building checks at scheduled intervals for the facility if required 	<ul style="list-style-type: none"> • Clinical treatment & support produces positive outcomes for clients/tangata whaiora/rangatahi which are in line with treatment goals • Clients/tangata whaiora/rangatahi and family/whanau express satisfaction • Clients/tangata whaiora/rangatahi and family/whanau express satisfaction with participation in education and level of follow up as per treatment plan • Senior staff express satisfaction with level of involvement • Senior staff express satisfaction with level of cooperation and collaboration • Senior staff express satisfaction with the level of autonomy demonstrated • Treatment documentation complies with organisation policy and procedure and meets required audit standards. • Demonstrates an ability to follow organisations policies, procedures and systems • Bed checks monitoring and recording completed at scheduled intervals. Client issues are dealt with in line with Therapeutic Community and policy requirements • Employee remains awake & vigilant for full shift and all security checks completed as required. Security issues are dealt with in line with policy or escalated as required to on-call team

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> • Use organisational processes to identify and minimise risk (clinical & non-clinical) and liaises with Clinical Manager, Advanced Practitioner or on-call employees as appropriate. Is aware of when and how to seek assistance if tasks or issues are outside scope of practice or knowledge level • Completing client check-ins as scheduled when the clients have experienced a significant situation related to physical, emotional or conflict-based issues. • Completing general administration & facility support tasks as requested. • Administering of medication as required to clients/whai ora/ rangatahi • Write and input participant/whai ora clinical case notes and reviews into Odyssey's client database (HCC). <p>Health and Safety</p> <ul style="list-style-type: none"> • Identify and act on any potential risks to self or others, including client/whai ora, whānau and other employees • Be familiar with and abide by the organisation's health and safety policies and reporting procedures, ensuring others do the same as required • Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. 	<ul style="list-style-type: none"> • Risk issues are identified and reported to Clinical manager, Advanced Practitioner or on-call employees as per organisational processes. Team and on-call employee's express satisfaction with level of cooperation and collaboration • Check-ins are completed in collaboration with the client and in line with TC guidelines. Appropriate tools in the community are used to address client issues during check in. Client welfare (physical & emotional) escalations are managed well and escalated as required to Advanced Practitioner, Clinical Manager or on-call levels as required • All allocated tasks are completed in line with instructions given and on time. • Medication training completed by Registered Nurse. Medication allocation is completed correctly and meets all procedural guidelines in line with documented nursing & medication plans. • HCC information is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements. HCC case reviews are kept up to date. • Risks (including Health and Safety, compliance and maintenance) are identified and reported • Plans are put in place to resolve and/or mitigate potential problems as required • Issues are escalated to relevant manager as required • Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant • Follows correct protocols when using safety equipment • Workplace hazards are identified and plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority

Area of Responsibility	Performance Measures
<p>Treaty of Waitangi</p> <ul style="list-style-type: none"> • Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role <p>Professional Development</p> <ul style="list-style-type: none"> • Be proactive in own professional development and attend relevant organisational training as required <p>General</p> <ul style="list-style-type: none"> • Attend and contribute actively to team meetings • Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role. 	<p>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role</p> <ul style="list-style-type: none"> • Has an individual development plan which is implemented • Attends organisational training required for role • Regular attendance at team meetings and makes useful contributions • Work is undertaken and completed. Commitment and flexibility is demonstrated.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Odyssey employees • Advanced Practitioner • Registered Nurse • Clinical Manager • On-call employees 	<ul style="list-style-type: none"> • Clients/tangata whaiora/rangitahi • Family/Whanau of clients/tangata whaiora/rangitahi • Applicable external organisations • Other medical /health providers

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • Proven skills and experience in supporting clients/tangata whaiora and their family/whanau • Level 7 qualification (degree level) in a relevant area e.g. Bachelors in AOD, Health Science, Nursing, Psychology • Knowledge and interest in the philosophy of the organisation and its therapeutic models of care • Ideally, previous exposure to working in an overnight environment • Experience of working in the social services, addictions and/or mental health sectors • Experience and expertise in using Microsoft suite applications • Understanding of and interest in Odyssey's work • Full Current New Zealand Drivers Licence
Skills and Abilities

- Ability to inspire and motivate clients/tāngata whaiora and their family/whanau
- Client focused
- Demonstrated confidence in people and their abilities
- Strong interpersonal and communication skills
- Ability to establish and maintain effective relationships with a range of stakeholders
- Ability to work under pressure, complete work on time and to a good standard
- Ability to work with limited supervision
- Demonstrated cultural sensitivity and rainbow diversity awareness
- Willingness to consider other viewpoints and adjust decisions as appropriate
- Self-motivated and ability to take initiative
- Ability to adapt to changing circumstances
- Ability to show discretion and tact
- High regard for confidentiality and security, including client information
- Ability to deal with conflict and challenging situations
- Fluency in English
- IT/word-processing skills
- Ability to acknowledge own limitations and be proactive with own self-development

Ngā poupou | Pillars

Guiding Principles for employees and tāngata whai ora

Whakawhirinaki Trust	Reliable and shows great integrity.
Pono Honesty	Transparency and openness underpins all actions.
Haepapa Responsibility	Achieves and surpasses goals.
Matapopōre Concern	Empathic and interested in the wellbeing of others.
Aroha Love	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with tāngata whai ora and whānau.

'Let's Get Real' Skills

The table below outlines the 'Let's Get Real' framework skill level and competencies that are relevant to this role. Odyssey is committed to supporting employees to meet these competencies with the expectation that kaimahi will be proactive in developing and demonstrating these skills.

Skill	Description	Competency Level - Essential
Working with people experiencing mental health and addictions	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> • Greets and welcomes people accessing services and their whānau appropriately, providing age and/or culturally appropriate, relevant & specific information • Works in partnership with people accessing services and is mindful of the impact of power differentials • Demonstrates understanding and respect of diversity and cultural awareness through appropriate use of language and culturally specific resources, particularly for Māori whai ora and whānau • Recognises people accessing services may be fearful or apprehensive and works to establish a safe and trusting connection and a comfortable physical environment
Working with Māori	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> • Greets Māori people using te reo Māori greetings • Respects and uses te reo Māori correctly & when appropriate • Respects Māori tikanga and spiritual practices, the importance of identity and the concepts of whakawhanaunga, manaaki, tino rangatiratanga and mana motuhake • Asks whai ora and whānau what they need and provides information in English and Māori • Understands the importance of whakapapa and different roles within whānau • Supports Māori whai ora to identify and involve people who are important to them
Working with whānau	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> • Demonstrates understanding that in many cultures, a person's identity is embedded and connected to whānau rather than their individual selves • Welcomes, establishes positive rapport and shares relevant information with whānau • Sensitively asks about support needs related to being a parent as appropriate to role

<p>Working within communities</p>	<p>Recognises that people and whānau who experience mental health and addictions needs, are part of communities</p>	<ul style="list-style-type: none"> • Understands ‘community’ in the broadest sense and that the concept of community is dynamic and evolving • Recognises that Māori whai ora may be supported within and contribute to wider social networks e.g. hapu, iwi • Demonstrates understanding of the importance of social inclusion and community connections, has knowledge of the communities people accessing services identify with, and supports them to connect with and participate in communities of their choice • Has a basic understanding of mental health promotion, addiction harm reduction, suicide prevention and postvention principles
<p>Challenging discrimination</p>	<p>Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs</p>	<ul style="list-style-type: none"> • Demonstrates understanding of the prevalence, impact and challenges of discrimination on people who have mental health or addiction needs, whanau services and communities • Works to develop awareness and challenges own beliefs that may lead to discriminatory behaviour
<p>Applying law, policy and standards</p>	<p>Implements legislation, regulations, standards, codes and policies relevant to their role</p>	<ul style="list-style-type: none"> • Respects the relationship between government and tāngata whenua and upholds the principles of the Te Tiriti o Waitangi • Understand and adheres to legislation, regulations, standards, codes and policies appropriate to the role • Upholds the principles set out in the UN Convention of the Rights of the Person, including the right to autonomy, self-determination, to be free from coercion and to be treated in a non-discriminatory way • Provides information to people about their rights and in a way that supports them to understand • Ensures people know about relevant feedback and complaints processes • Maintains and stores records in accordance with legal and professional standards
<p>Maintaining professional & personal development</p>	<p>Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service</p>	<ul style="list-style-type: none"> • Reflects on own work and practices to identify strengths and areas for further development • Seeks and takes learning opportunities to achieve professional development goals • Looks after own wellbeing and contributes to a safe and healthy workplace

		<ul style="list-style-type: none">• Communicates effectively with a diverse range of people• Engages with colleagues to give and receive constructive feedback• Works effectively in a team and understand team roles, different working styles and skill levels to contribute to the success of the team
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