

Position Description

Position Title	Registered Health Professional - Addiction Assessor (Ara Poutama Aotearoa)
Service Group	Mental Health and Addiction Services (MH&S)
Team	Alcohol & Drug Service, Tauranga
Reports to	Clinical Team Leader, Bay of Plenty Addiction Service (BOPAS)
Direct Reports	None
Authority Level	Nil delegations
Issue Date	17/08/2021
Approved By	Andrew Neas

The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities.

Mission: Enabling communities to achieve

Our Values: Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

Primary Purpose

To provide accessible and responsive specialist secondary Mental Health and Addiction Services for the BOP community that is culturally appropriate and inclusive. The Adult Community Mental Health & Addiction Service is committed to the provision of safe and accountable services and dynamic ongoing care delivery. Interventions are predicated on robust assessment and collaborative planning using a holistic approach and authentic therapeutic engagement with the client and his/her family.



The Registered Health Professional is employed to provide safe, effective client care using professional knowledge and skills in accordance with Bay of Plenty District Health Board policies and protocols, and the registered health care professional's scope of practice.

Key Responsibilities	Outcomes
<p>1. Management of client care</p>	<ul style="list-style-type: none"> • Provide brief Alcohol and Other Drug (AOD) assessments and a range of interventions to offenders/mandated clients including those with a coexisting mental health and alcohol and/or drug disorder and gambling related problems that are in accordance with ethical, professional and organizational guidelines. • Provide a range of services and approaches to client needs, including 1:1 counselling where appropriate and facilitation of group processes. • Provide a harm reduction perspective when working with clients. • Liaise with other health, justice and social service providers or support agencies, in particular with the Corrections Service – Ara Poutama. • Educate the client and their family/whanau about addiction issues, and about the effects and possible side effects of any recommended treatment options, as appropriate • Undertakes accurate assessment of clients using suitable assessment tools underpinned by evidenced based knowledge within acceptable timeframes • Contributes to care planning involving clients, and demonstrates an understanding of clients' rights to make informed decisions • Ensures the client is provided with appropriate information to make informed decisions relating to treatment, and care reflects clients preferences • Recovery principles are utilised and incorporated into all treatment plans/planning in conjunction with the client and or family/whanau • Provides interventions according to plan and undertakes clinical practice procedures and skills in a competent and safe way • Provide support that enhances recovery and reduces the risk of relapse • Able to discuss ethical issues related to area of practice with clients/families and the health care team • Work with family/whanau where appropriate, offering support and other interventions • Ensures documentation is current, accurate, timely and maintains confidentiality within a legal and ethical framework • Demonstrates computer skills necessary to collate data for essential care delivery



	<ul style="list-style-type: none"> • Evaluates client's progress toward expected outcomes, including treatments and health education, in collaboration with the client and the health care team • Evaluates the effectiveness of treatment interventions seeking assistance and knowledge as necessary • Educates client to maintain and promote health according to client needs • Takes appropriate actions in emergency situations and other situations that compromise client safety • Demonstrates commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Maori health status • Practises in a manner that the client determines as culturally safe • Promotes an environment that enables client safety, independence, quality of life, and health
<p>2. Professional Responsibility</p>	<ul style="list-style-type: none"> • Practises safely based on professional, ethical and legal standards in accord with relevant legislation, codes, and policies and upholds client rights derived from that legislation • Plan and prioritise workload, adapting as necessary • Takes responsibility for maintaining own professional development, including mandatory organisational requirements, updating knowledge to reflect best practice, and sharing knowledge with others • Contributes to the support, direction and teaching of colleagues to enhance professional development • Actively engages in and effectively utilises clinical supervision and offers/provides this to clinical staff within the services as appropriate and as per the Mental Health and Addiction Service Clinical Supervision Policy • Participates in regular Performance Reviews and contributes to peer review • Evaluates environmental safety, completes hazard identification and risk assessments • Proactive and responsible in maintaining health and safety for clients, staff and public
<p>3. Interpersonal Relationships</p>	<ul style="list-style-type: none"> • Initiates, maintains and concludes therapeutic interpersonal interactions with clients • Communicates effectively, positively and courteously with clients and the health care team • Resolves problems and conflicts effectively using organisational structures and processes • Practises in partnership with the client acknowledging family/whanau perspectives and supports their participation in services.



<p>4. Health Care and Quality Improvement</p>	<ul style="list-style-type: none"> • Collaborates and co-ordinates care with other health professionals to ensure a quality service • Assist in establishing and facilitating community based support groups • Maintains and documents information necessary for continuity of care and recovery • Develops a care plan and follow up care in consultation with the client, family and other health team members • Makes appropriate referrals to other health team members • Recognises and values the roles and skills of all members of the health care team in the delivery of care • Demonstrates a knowledge of community services and resources • Participates in continual quality improvement activities to monitor and improve standards of care. • Participates in review and audit of practice and policies based on research • Participates in the development and formulation of practice guidelines, project work and other activities as required to maintain or improve the quality of services delivered, ensuring consumer representation and client/family focus
--	--

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Multi-disciplinary team, BOP Addiction Service • Acute Inpatient Mental Health Unit • Adult Community Mental Health Service • Other Mental Health Services • General Hospital Departments and Services • Family/Whanau Advisor • Maori Health Gains and Development • Allied Health Leader-Mental Health • Educators – Mental Health • Clinical Information Analyst – Mental Health • 	<ul style="list-style-type: none"> • Clients, family and caregivers • Correction Service – Ara Poutama • Community Services/Agencies • Other Mental Health/AOD Providers

Person Specification

	Essential	Desirable
--	------------------	------------------



Qualifications	<ul style="list-style-type: none"> Registered Health Care Professional: OT, Social Worker, or DAPAANZ registration 	<ul style="list-style-type: none"> Post-graduate qualifications
Experience	<ul style="list-style-type: none"> Minimum two years' experience working with mental health and addictions clients Experience of working in teams and knowledge of how teams work and exhibits willingness/ability to teach/share expertise within the team 	<ul style="list-style-type: none"> Experience working in a range of Addiction settings delivering specific interventions such as talking therapies, screening and assessment, treatment planning and brief interventions.
Attributes and Values	<ul style="list-style-type: none"> Caring, empathetic, open and supportive Respect each individual, polite and non-judgemental Able to build a rapport, actively listen to patients, show understanding and make a difference An effective communicator, work as a team member, professional, calm, willing and patient focused Share knowledge, develop self and others, will speak up about practice issues and give/receive constructive feedback Involve the team/ patients/ families in decisions Demonstrates behaviours consistent with the BOPDHB values. Computer competent Full unendorsed driving licence 	<ul style="list-style-type: none"> Knowledge of relevant legislature: Substance Addiction (Compulsory Assessment and Treatment) Act 2017, Mental Health (Compulsory Assessment and Treatment) Act 1992, Misuse of Drugs Act (1975).

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

A function of BOPDHB is to provide a 24-hour service. This may at times necessitate you being required to change duties or transfer to another department to ensure adequate coverage.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Line Manager.

This position description will be reviewed from time to time in consultation with the incumbent.



Health Practitioners Competence Assurance Act 2003

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

Vulnerable Children Act 2014

Due to this position having contact with children and the BOPDHB's commitment to child protection, you will be subject to 'safety checks' under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

Position Holders Declaration

I certify that I have read, understand, and agree to this position description.

Name:

Signature:

Date:





**Attitudes and behaviours
We want to see**

**Outcome
Everyone we come into
contact with will feel...**

**Attitudes and behaviours
We don't want to see**

C Compassion

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

Cared for and respected

Treated with respect and cultural sensitivity

Valued and engaged

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

A All-one-team

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

Clear about what's happening

Listened to

Involved in a partnership model

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

R Responsive

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

Positively welcomed

Supported, so they would want to be cared for or work here

We are flexible and efficient, and use resources wisely

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

E Excellence

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

Part of a positive culture of high achievement

Things are always improving

Safe

We are role models who are open to feedback

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

