



ADDICTIONS & SUPPORTIVE ACCOMMODATION SERVICES

JOB DESCRIPTION

Designation:	Director Wellington Bridge Centre
Responsible to:	National Operations Manager Addiction Services
Role:	<p>The Director is responsible for:</p> <ul style="list-style-type: none">• Upholding and supporting The Salvation Army's mission and Christian Ethos• Working in accordance with The Salvation Army's organisation structures, policy and procedures.• Effective strategic and operational management of the centre.• The financial performance of the centre.• Ensuring occupancy levels are reached and maintained• The community relationships with external service providers and funding providers.
Functional relationships:	National Management Team Clients Client Family/Whanau All Staff Referral Agencies Alcohol and Other Drug and Gambling providers Mental Health Service Providers DHB Funding and Planning A&SAS Directors
Key Task areas:	<ol style="list-style-type: none">(1) The Salvation Army Mission(2) Model of Treatment, policies and procedures.(3) Cultural Safety(4) Clients / Family / Whanau.(5) Leadership.(6) Business Management(7) Risk Management.(8) Staff Management(9) Property Management(10) Privacy(11) Quality Programme(12) Professional Development.
Measurement criteria:	Attached.

Other duties:	Notwithstanding any respective definition or classification of employment, the employee may be required to undertake other lawfully permitted duties.
Limitations on authority:	<p>The Director operates within the overall philosophy and policies of The Salvation Army Addiction Services and recognises the role and authority of the National Director.</p> <p>New styles of group work, counselling approaches or activities likely to affect clinical quality and/or effectiveness are to be discussed with the National Operations Manager Bridge in the first instance.</p> <p>Significant modification of the existing service requires approval by National Director</p>
Hours of work:	As per Brief of appointment / individual employment contract.
Person specification:	Attached.

Key result areas and measurement criteria:

Key Task Areas	Key Measurement Criteria	Performance Measure
1. The Salvation Army Mission	<p>1.1. Committed to upholding and supporting The Salvation Army Mission and Christian ethos.</p> <p>1.2. Integrating The Salvation Army Mission into the centre</p>	1.1 Supports The Salvation Army Mission and Christian ethos.
2. Clients / Family / Whanau	<p>2.1 The Addiction & supportive Accommodation Mission Statement and Charter is reflected throughout the centre's systems, practices and daily routines</p> <p>2.2 Client/Family/Whanau surveys are conducted at least annually with effective follow-up.</p>	<p>2.1 Mission Statement and Addictions Charter is evident in the running of the centre</p> <p>2.2 Client/Family/Whanau surveys</p>
3. Model of Treatment, Policies and Procedures	<p>3.1 Commitment to working within and ensuring that staff work within the framework of The Salvation Army Model of Treatment and other agreed models relevant to Addictions</p> <p>3.2 The Salvation Army's Bridge Programme national and local policies and procedures are implemented and adhered to.</p>	<p>3.1 Familiar with Model of Treatment</p> <p>3.2 Policy / Procedures adhered to.</p>
4. Cultural Safety	<p>4.1 Commitment to the principles of the Treaty of Waitangi as they apply to The Salvation Army Bridge Programme</p> <p>4.2 Clients receive care without discrimination on the basis of race, culture, health, sexual orientation or age.</p>	<p>4.1 Able to demonstrate knowledge and application of principles of the Treaty of Waitangi</p> <p>4.2 Client Feedback, peer feedback</p>
5. Leadership	<p>5.1 Personnel are motivated to succeed in their role by clear direction, open communication, effective coordination, appropriate delegation and professional standards of conduct and presentation.</p> <p>5.2 Plan and coordinate the overall organisation and day-to-day running of the centre.</p>	<p>5.1 Feedback from staff</p> <p>5.2 Feedback from National Director</p>

Key Task Areas	Key Measurement Criteria	Performance Measure
	<p>5.3 Meet regularly with Wellington Bridge Management Team to review operational and strategic requirements and operate as a team.</p> <p>5.4 Continuous Management cover exists.</p>	
6. Business Management	<p>6.1 A Business Plan is developed annually in conjunction with the budget and reviewed quarterly.</p> <p>6.2 The Director accepts accountability for budget planning and annual operating budget. Purchases are controlled. Variations from budget have reasonable explanations.</p> <p>6.3 Financial returns filed and monthly reports are analysed as received.</p> <p>6.4 Internal financial audit requirements and recommendations are promptly and effectively addressed.</p> <p>6.5 Monthly Directors Reports are submitted to the National Director within specified timeframes</p> <p>6.6 Contractual performance monitoring returns are undertaken and sent to National Office within specified time frames</p> <p>6.7 Develop and implement a Communication Plan which identifies strategic networking and new business opportunities</p>	<p>6.1 Business Plan and reviews</p> <p>6.2 Budget is maintained</p> <p>6.3 Reports received and an analysis is evident.</p> <p>6.4. Recommendations have been implemented.</p> <p>6.5 Monthly reports are received by National Office</p> <p>6.6 Performance monitoring returns are received at National Office.</p> <p>6.7 A Communication Plan is developed and implemented and reviewed regularly with National Director/Operations Manager</p>
7. Risk Management	<p>7.1 Building security is implemented to ensure clients / staff safety is maintained.</p> <p>7.2 A current fire evacuation scheme approved by the New Zealand Fire Service is maintained. All staff are aware of and trained in fire evacuation procedures. Fire drills are conducted satisfactorily at six month intervals.</p> <p>7.3 The Director meets the</p>	<p>7.1 Building security is evident</p> <p>7.2 Fire scheme is approved and implemented.</p> <p>7.3 Maintenance procedures are</p>

Key Task Areas	Key Measurement Criteria	Performance Measure
	<p>requirements set out in <i>The Salvation Army's Building Act 1991 Compliance Manual Maintenance Procedures</i></p> <p>7.4 An effective Infection Control programme operates.</p> <p>7.5 Develop and maintain a Business Continuity Plan and Civil Defence Emergency Plan which is maintained and known to staff.</p> <p>7.6 A safe food management programme is operational</p> <p>7.7 An effective occupational safety and health programme operates in accordance with legislation and The Salvation Army's Occupational Health and Safety policy/procedures.</p>	<p>documented</p> <p>7.4 Infection Control Programme is evident</p> <p>7.5 Business Continuity Plan evident</p> <p>7.6 Operational safe food management programme in place.</p> <p>7.7 Health and Safety programme evident.</p>
<p>8. Staff Management</p>	<p>8.1 Recruitment and appointment of staff is completed as per policy</p> <p>8.2 All staff undertake an orientation programme</p> <p>8.3 Up to date duty / task lists are available for each position</p> <p>8.4 All staff undertakes performance reviews on a planned basis.</p> <p>8.5 A efficient staff roster system operates where appropriate to meet the needs of the clients.</p> <p>8.6 Annual leave is approved on a planned basis known to staff.</p> <p>8.7 Timesheets are certified correct either by the Director or as delegated</p> <p>8.8 Disciplinary and dismissal procedures are properly initiated and progressed when justified as per the relevant Employment Agreement.</p> <p>8.9 Volunteers are utilised in accordance with Official Minute.</p>	<p>8.1 Staff are recruited, all staff have an employment agreement and job descriptions.</p> <p>8.2 Orientation Programmes are documented in staff file.</p> <p>8.3 Duty / Task list are in place for each position</p> <p>8.4 Staff performance review programme evident</p> <p>8.5 Effective rosters in place</p> <p>8.6 Annual leave plan evident.</p> <p>8.7. Timesheets are processed.</p> <p>8.8 Disciplinary and dismissal procedures are adhered to.</p> <p>8.9 Volunteers utilised as per Official Minute.</p>

9. Property Management	<p>9.1 A maintenance programme operates for buildings, plant, furniture and grounds. Official Minute PRO is adhered to</p> <p>9.2. The grounds are safe, well maintained and attractive</p> <p>9.3 Building exterior and interior are aesthetically pleasing.</p> <p>9.4. The vehicle/s are maintained in a safe and sound running condition with current warrant of fitness and registration.</p>	<p>9.1 Maintenance programme evident</p> <p>9.2 Grounds well maintained.</p> <p>9.4 Vehicle/s well maintained.</p>
10. Privacy	<p>10.1 The Director acts as the Privacy Officer for the centre and ensures that the principles of the Privacy Act 1993 and the Health Information Privacy Cole 1994 are upheld.</p>	<p>10.1 Clients and staff can name Privacy Officer. Privacy within centred is upheld.</p>
11 Quality Programme	<p>11.1 A culture of continuous quality improvement is provided.</p> <p>11.2 An annual quality plan is developed and implemented in consultation with staff.</p> <p>11.3 Contracted quality requirements are fulfilled and audits demonstrate that required standard of service is being achieved</p> <p>11.4 An internal auditing programme is implanted and corrective actions are documented and followed through.</p> <p>11.5 Complaints are processed and responded to as per policy within set timeframes.</p>	<p>11.1 Culture of continuous quality improvement evident.</p> <p>11.2 Quality Plan</p> <p>11.3 Contract Audit Reports, certification and surveillance audit reports</p> <p>11.4 Internal Audit programme evident.</p> <p>11.5 Complaints register.</p>
12. Professional Development	<p>12.1 Demonstrates commitment to continuing professional development relevant to the service.</p> <p>12.2 Knowledge of legislation and regulatory requirement is current and implement.</p> <p>12.3 Obtains regular professional supervision.</p> <p>12.4 Undertake an annual performance review.</p>	<p>12.1 Development plan</p> <p>12.2 Centre operates with in legislative and regulatory requirements.</p> <p>12.3 Supervision Reports</p> <p>12.4 Performance Review documented</p>

13. Relationship Management	13.1 Develop and maintain formal and informal strategic networks/partnerships.	13.1 Regular attendance at sector network meetings and involvement in sector projects. 13.2 Regular promotional presentations to referrers and stakeholders.
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I declare that I have read and understood and agree with the job description for the position of Director within the Bridge Programme, Wellington and accept it fully.

Signed: Director Date:

Signed: National Director ASARS Date:

Director Wellington Bridge Centre

IDEAL PERSON SPECIFICATION

- Proven experience in management and leading teams
 - Experience and skills in managing and leading teams in a health/social services sector
 - Qualification in Management and/or Addictions or related field desirable but not essential
 - Ability to relate to people with addictions with sensitivity, caring, and patience
 - Excellent written and oral communication skills, including ability to write adequate records and reports
 - Excellent Networking skills
 - Computer literate
 - Tact, discretion, and confidentiality
 - Commitment to quality improvement processes
 - Excellent working relationships with staff
 - Self-organising: good organising and administration skills
 - Cultural awareness
 - Understanding of, respect for, and ability to work with The Salvation Army's mission, principles, and Christian ethos
 - Good health and physical fitness
 - Flexibility
 - Sense of humour
 - Ability to travel to attend Directors Meetings
 - Ability to develop and implement plans
 - Current drivers licence
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