

RAUKAWA CHARITABLE TRUST

Position Description

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| POSITION TITLE | Alcohol and Other Drug Clinician |
| LOCATION | Tokoroa, Putaruru, Te Awamutu, and Matamata areas |
| REPORTS TO | Clinical Leader Mental Health & Addictions |
| PURPOSE OF POSITION | To provide a community or outpatient based alcohol and drug assessment, treatment, and consultation/liaison service within a kaupapa Māori framework. |
| VISION | Raukawa kia mau, kia ora - A thriving Raukawa iwi. |
| RCT MISSION | To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa. |
| VALUES | Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others |

REPORTING STRUCTURE



DIRECT REPORTS

- None

RELATIONSHIPS

Internal

- Tumu Whakarae
- Whānau Ora Clinical Leader: Mental Health & Addictions
- Whānau Ora Clinical Leader: Nursing
- Whānau Ora Social Service Manager
- RCT Staff
- Kaumatua and kaunihera
- Raukawa Uri and Marae

External

- Mental health services/CEP and CADS
- General practitioners
- Primary health services
- Schools
- Other iwi
- Other Māori organisations

AUTHORITIES

None

| KEY ACCOUNTABILITY | DUTIES AND RESPONSIBILITIES |
|--|---|
| <p>Assessment and Treatment</p> | <ul style="list-style-type: none"> • Screening and early or brief intervention. • Comprehensive personal and therapeutic assessments (includes cultural assessments). • Drug and alcohol counselling and treatment to both individuals and groups where appropriate. • Drug and alcohol education is provided to both individuals and groups. • “Harm reduction treatment” to reduce harm in attitudes and behaviour. • Provision of violence prevention programmes. • Whānau support and other cultural interventions. • Identifies clients with violent tendencies or requiring anger management. • Actions interventions as part of the care planning and treatment process. • Files and maintains individual care plans, including ongoing assessment, evaluation, follow up and after care treatment. • Reviews and updates individual care plans in a collaborative process during every session including ongoing assessment, evaluation, follow up and after care treatment. • Support service users and their whanau in their role as parents, to identify any parenting support they require, and to facilitate access to parenting education and support programmes. • Ensure advance directives/ plans for acute episodes which incorporate consideration of children’s care. • Collates annual client satisfaction survey. |
| <p>Liaison with Other Agencies</p> | <ul style="list-style-type: none"> • Advocates for clients. • Refers clients to appropriate health service provider. • Provides appropriate information to others involved in client’s health care. • Maintains relationships with other service providers. • Facilitation for access to community based initiatives, dual diagnosis, detoxification, residential and methadone services • Compose quality referrals to other speciality mental and health services for personal, clinical and cultural assessment and treatment. • Have a full understanding and ability to assess co-existing problems, and incorporate into goal planning. |
| <p>Provision of a Māori Environment / Relationship Management</p> | <ul style="list-style-type: none"> • Provides access to kaumatua, a Māori environment, rongōā Māori, tohunga, te reo Māori speakers or other cultural needs in accordance with the needs/requests of Tangata Whai Ora. • Ensures practise supports tikanga Māori that relate to the kawa and kaupapa of the service; ie. pōwhiri, mihimihi, karakia, waiata, hui or poroporoaki. • Maintains key links with tangata whenua and other key Māori organisations/rōpu. |

| KEY ACCOUNTABILITY | DUTIES AND RESPONSIBILITIES |
|------------------------------|--|
| | <ul style="list-style-type: none"> • Participates in an even dispersion of services across areas within the Raukawa Rohe between the hours of 8.30am – 5.00pm, Monday to Friday and 52 weeks of the year. • Establishes and maintains key relationships within the community. • Liaison with other agencies |
| Records and Reporting | <ul style="list-style-type: none"> • Records, files and reviews client information, risks and goal planning into the Recordbase client management system in a complete and timely fashion. • Collation of resources as required for use • Participates with the National Ministry of Health Activity and Outcome data collection - PRIMHD. • Reports outcomes to ADOM. • PMR is contributed to and submitted quarterly to manager in a timely fashion. |
| Health & Safety | <ul style="list-style-type: none"> • Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that he/she works safely at all times and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace. |
| Team Support | <ul style="list-style-type: none"> • Attend team hui and monthly staff hui. • Actively contribute to the development of the Drug and Alcohol Services Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture. • Participates in D&A team hui to support, discuss and maintain service practices. • Contributes to projects and initiatives as required. • Undertakes other duties necessary to support the effective operation of Raukawa Charitable Trust. |
| Training | <ul style="list-style-type: none"> • Participate in training including that related to Health & Safety. • Take initiative to identify training and development opportunities for self. |
| Additional Tasks | <ul style="list-style-type: none"> • Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent. |

POSITION REQUIREMENTS

COMMUNICATION

- All written documentation is legible, concise and clearly understood.
- All relevant information is entered into the Raukawa Recordbase client management system.
- Ability to communicate knowledgeably and confidently across sectors.
- Has excellent written and oral communication skills.
- Clients demonstrate a clear understanding of the information they have received.

LEADERSHIP

- Demonstrates an ability to lead, support, motivate and empower a team to complete the outcomes set by WDHB.
- Leads by example, in particular, taking personal accountability for actions.
- Can initiate advice and direction within the team.

INTERPERSONAL STYLE

- Is thoughtful, resilient, calm and stable in challenging situations.
- Shows initiative, decisiveness and openness.
- Is open, honest and approachable.
- Demonstrates integrity and honesty, ensuring commitments to others are met.

SELF MANAGEMENT

- Daily workload is appropriately managed with priorities identified.
- High standards for own performance are set.
- Is very well organized, with the ability to plan and priorities work demands.
- Self-motivated – an achiever.

RELATIONSHIP MANAGEMENT

- Ability to develop and maintain good working relationships at all levels.
- Has respect for confidentiality and discretion; ability to deal with sensitive issues.
- Clients are treated as individuals and feel they are valued and listened to.

CULTURAL

- Understands the importance of cultural values and of the Treaty of Waitangi.
- Has knowledge of the Treaty of Waitangi and its application to the service.
- Practices in a manner consistent with the Treaty of Waitangi basic principles and partnership issues.
- Understands and can apply the Maori models of health to the service.

OTHER ATTRIBUTES

- Empathy and patience.
- Willing to attend training sessions.

QUALIFICATIONS AND EXPERIENCE

- Staff employed in the Clinical positions will hold experience and a health professional qualification within the meaning of the:
 - Health Practitioners Competence Assurance Act 2003; or
 - Social work registration within the meaning of the Social Workers Registration Act 2003; or
 - A Drug and Alcohol Counselling Certificate at Level 7 or above.
 - DAPAANZ registration or working toward achieving it.
- Full Current Drivers' License.

JOB DESCRIPTION UPDATED

Date: October 2018

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

____/____/_____
(Date)

Employee:

(Signature)

____/____/_____
(Date)