

Position Description

Position Title:	Alcohol and Other Drug Counsellor	
Reports to:	Operationally: Operations Manager	
Overview:	<p>Poutini Waiora is the only Maori Health and Social Service Provider based on the West Coast with offices in Westport, Greymouth and Hokitika. Poutini Waiora is a well-established provider of quality, professional and responsive health and social services based on a ‘whanau ora’ model of care.</p> <p>The role of Poutini Waiora is to provide a range of free and accessible health and social services for Maori as a first priority to help achieve the vision of: “Strengthen the mana and wellbeing of whanau and community”.</p> <p>Poutini Waiora Delivery Area: Te Tai o Poutini (Kawatiri, Mawhera, Hokitika/Westland, South Westland).</p>	
Vision:	To empower whanau to achieve whanau ora.	
Mission:	Striving to ensure Poutini whānau receive the support they need to achieve whānau ora	
Values:	<p>Tikanga: The organisation and the services it delivers are underpinned by the customs and values of Te Ao Maori – Nga Taonga Tuku Iho.</p> <p>Rangatiratanga: The ability to support whanau to be self-determining is paramount in all service delivery so they are able to make decisions about their own wellbeing.</p> <p>Manaakitanga: All whanau are welcomed into the service and provided with the most appropriate awhi and Tautoko to assist them on their journey to achieve wellness.</p> <p>Whanaungatanga: The practice of whanaungatanga is an essential part of the way we engage with whanau. To enable whanau to make connections that provide a sense of identity and belonging is essential for achieving whanau ora – wellbeing.</p> <p>Wairuatanga: Wairua is an essential element of a person’s wellbeing. Being spiritually connected to our natural environment, having an understanding of our self-identity and the matauranga that underpins Te Ao Maori are all considerations when working with whanau to achieve their goals and aspirations.</p>	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Consumers, family/whānau and carers • All Poutini Waiora staff • Central Region leadership (i.e. Clinical Leaders, Operations Managers, and all nursing leadership) • Finance – Management Accountant • Region leadership (i.e. Operations Managers, Team Leaders) • Multidisciplinary teams • Māori Health Team DHB • 	<p>External:</p> <ul style="list-style-type: none"> • Iwi, hapu, whānau and other community stakeholders • West Coast District Health Board • Non-Governmental Organisations (NGOs) and other providers of health/disability/support services • Social Work Registration Board • ANZASW • Other relevant Registration Boards and Councils • Private Care Providers • West Coast Primary Health Organisation (PHO) • General Practices • Oranga Tamariki • Ministry of Social Development
Role Purpose:	<p><u>Alcohol & Drug (AOD) counselling services</u> focused on providing alcohol and drug assessments with up to six sessions of one on one treatment alongside making a clinical decision in conjunction with whanau to refer to residential treatment namely <i>He Waka Tapu</i></p>	

Complexity:	<ul style="list-style-type: none"> • Compliance and reporting as per the terms and conditions of the DHB Kaupapa Maori Community AOD Services Contract 410139/349375 • Quality Management/Plan as per contract specs • Specialist mental health and addiction service to those eligible people who are most severely affected by mental illness or addiction. • Children’s Act 2014 • Child Protection Policy • Health Emergency Planning • The NZ Public Health and Disability Act 2000
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ORGANISATIONAL VISION & VALUES:

Our Vision - Striving to ensure Poutini whānau receive the support they need to achieve whānau ora.

We seek to have an integrated Poutini Waiora system that is clinically sustainable and fiscally viable; a wellbeing system that wraps care around a person and helps them to stay well in their community.

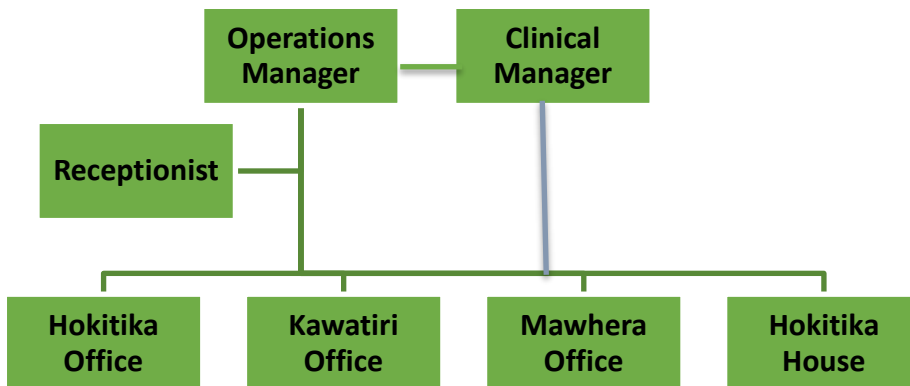
All activities of the Poutini Waiora reflect the values of:

Pono	Aroha	Tika
<ul style="list-style-type: none"> • Mana motuhake • Tikanga • Te Reo 	<ul style="list-style-type: none"> • Aroha • Manaaki • Whānaungatanga • Kotahitanga 	<ul style="list-style-type: none"> • Empathetic • Proactive • Relevant • Quality Service

He whakatauki

Whakapiki ake te waiora o te whānau - *Enhancing whānau health & wellbeing.*

PLACE IN THE ORGANISATION:



KEY ACCOUNTABILITIES:

Accountable for:	Responsible for:	Key Performance Indicators
<p>Effective delivery of quality AOD counselling services</p>	<ul style="list-style-type: none"> • Clients receive quality AOD counselling services up to six sessions per client/whanau • Practise is of the highest quality • AOD Counselling is conducted in a professional manner and completed in a timely fashion • All data is recorded clearly and accurately in Medtech and in line with Poutini Waiora policies • Regular (monthly) operational supervision to ensure Sector and Funder standards are met and quality of service maintained • Recording of statistical, thematic and trends will be reported monthly (fully completed) by the last working day of the month 	<p>Quality AOD counselling is provided in a professional and timely manner with administration and supervision requirements met.</p> <p>Evidence of effectiveness of AOD counselling will be captured monthly and used by Poutini Waiora to plan for future services</p>
<p>Promote and maintain effective and efficient teamwork.</p>	<ul style="list-style-type: none"> • Work enthusiastically and positively as part of the Poutini Waiora team • Contribute to the activities of the team • Listen to and acknowledge other team members points of view • Take a 'helpful approach' toward the team by stepping outside of own role to assist 	<p>Is a strong team player evidenced in commitment to a strong performing staff environment</p> <p>Is helpful and supportive to others</p>
<p>Develop and Maintain professional relationships</p>	<ul style="list-style-type: none"> • The AOD Counsellor develops and maintains positive professional working relationships with colleagues, stakeholders and other professionals • Uses these relationships to benefit Poutini Waiora's strategic direction • Takes part in client 	<p>Has referrals from a number of stakeholders</p> <p>Can measure effectiveness of role and tweak where necessary from clients</p> <p>Has been invited by community groups to participate in community initiatives</p>
<p>Maintain Confidentiality</p>	<ul style="list-style-type: none"> • Maintain a high level of confidentiality in all facets of Poutini Waiora business • Manages information securely • Will work toward all client files being electronic 	<p>There are no complaints regarding breaches of confidentiality</p> <p>Can report on trends, themes and statistical data without compromising client relationship</p> <p>Keeps information in its rightful place at all times</p>
<p>Policy Compliance</p>	<ul style="list-style-type: none"> • Adheres to all policy and procedures • Adhere to all Health and Safety policies • Is confident in following the steps required for any hazard or potential safety risk 	<p>Can provide support to others in respect of new appointments</p> <p>Communicates effectively the role of policies and</p>

		procedures on workrole
Maintain registration with an appropriate professional body.	<p>The knowledge and skill base required for effective performance is supported by appropriate operational supervision and outpost clinical supervision</p> <p>Compliance with formal registration is key and is never allowed to lapse</p> <p>Attendance at appropriate education and training that attracts a cost must be presented to the Kaihautu as a business case for consideration</p>	<p>To be consistently registered to maintain professional integrity</p> <p>Trainings/Education are value for money and contribute to the outcomes of Poutini Waiora as an exemplary Maori provider</p>
Vision, Mission and Values	<p>Understands and embeds in practice the whakatauki that underpins Poutini Waiora</p> <p>Can identify in weekly reporting how whanau ora underpins the work</p>	The vision, mission and values of the Trust are displayed in all work practices
<p>Health and Safety</p> <p>Leading and maintaining a high quality, safe, and secure work environment by following relevant PW policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<p>All PW staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant PW policies and procedures. This includes:</p> <ul style="list-style-type: none"> • Personal commitment to zero harm • Reporting for duty in a fit state, including but not limited to being free from the influence of alcohol or other drugs • Ensuring personal health, safety, and wellbeing - and that of others • Reporting, managing, and investigating actual or potential hazards via the incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training, contributing to the maintenance of hazards registers, and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported to line manager(s) • Reporting any pain or discomfort to the line manager(s) as soon as it develops • Seeking advice from the line manager(s) if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all health and safety policies when providing care in the community • Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances 	
<p>Quality</p> <p>Leading and managing a quality service and</p>	<p>Every PW staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"> • Identifying and actioning quality improvement 	

<p>taking an active role in quality activities; identifying areas of improvement.</p> <p>Actively managing threats to a quality service.</p>	<p>activities in collaboration with line manager(s) and other key stakeholders</p> <ul style="list-style-type: none"> • Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes • Setting quality standards in conjunction with the Operations Manager • Developing/informing/coordinating/monitoring outcomes from relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions. • Leading timely investigation and management of complaints within service • Contributing to the development of relevant policies and procedures as required 	
<p>Reporting line, base, hours of work, and work resources</p> <p>Maintaining appropriate practice hours to maintain clinical competence.</p>	<ul style="list-style-type: none"> • Reports as required to Operations Manager and is based in Greymouth; however, travels regularly throughout the West Coast region • Negotiates all hours of work with CEO • Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate • Notifies Operations Manager any changes to scope/conditions of practise • Meets bi-monthly with the Operations Manager to review progress against key deliverables • Ensures that all reporting is timely and accurate • Maintains a PW mobile phone; maintaining replacement as required, and returns all resources if exits the role 	<ul style="list-style-type: none"> •

PERSON SPECIFICATION:

Qualifications & Experience:	
<p>Essential</p> <ul style="list-style-type: none"> • Hold full registration as a registered alcohol and drug practitioner with a recognised professional body, e.g. Addiction Practitioners' Association Aotearoa New Zealand (DAPAANZ) or similar. • Professionally recognised qualification in Alcohol and Other Drug counselling • Full membership of a recognised professional body • Knowledge of a Maori world view and the confidence to embed this world view into counselling sessions • Knowledge of client/worker safety • Knowledge of and demonstrated skills in crisis intervention. • Excellent Interpersonal skills • Effective time management/organisational skills. • Ability to work independently in the role of AOD counsellor 	<p>Desirable Experience</p> <ul style="list-style-type: none"> • Experience working effectively in an Alcohol and Other Drug counselling role, particularly with Maori whanau whose children have been identified as at risk; and • Confident using scaling tools for alcohol and drug use • Confident using CBT and relapse prevention theories and models

<p>and as part of a team.</p> <ul style="list-style-type: none"> • Boundary setting – clearly differentiate between work and personal life. • High level of written and oral communication skills. • Ability to work cooperatively with other health professionals, providers and organisations. • Ability to work effectively within a kaupapa Maori paradigm of practice. • Good administration skills. • Be self-motivated and proactive with a high level of initiative. • A passion and enthusiasm for working with whanau • Completion of, or personal commitment to undertake, cultural competency training • Has the ability to work with children • Full 'clean' NZ driver's licence • Computer literacy (i.e. Microsoft suite) 	
<p>Professional skills/attributes:</p> <ul style="list-style-type: none"> • Clinically credible, respected, and person-centred • Demonstrates high standards in terms of personal competence and professional practice • Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services • Proven assessment and communication skills, including the ability to think critically • High emotional intelligence • Well-developed interpersonal and interprofessional skills • Has an ability to consistently form therapeutic relationships with consumers and their families/whānau • Demonstrated passion and commitment to professional development of self and others • Ability to work autonomously, use own initiative and accept responsibility for own actions • Flexible, adaptable, embraces change • Self-motivated • Proven ability to lead and supervise a team through change and in the achievement of goals/outcomes and conflict resolution • Able to work under pressure/prioritise competing demands 	<p>Knowledge of (but not limited to):</p> <ul style="list-style-type: none"> • Employment Law • Health Practitioners Competence Assurance Act (2003) • Treaty of Waitangi and its application to wellbeing • He Ara Oranga and the government's response to the NZ Mental Health Inquiry • He Korowai Oranga/Māori Health Strategy (2002) • New Zealand Health Strategy (2016) • Misuse of Drugs Act (1977) and Regulations • Nursing Council New Zealand Code of Conduct (2012) • Health and Disability Act • Social Workers Registration Act 2003 • Vulnerable Children Act 2014 (Part 2 only) • Children's Commissioner Act 2003 • Department of Child, Youth and Family Services Act 1999 • Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996) • Privacy Act (1993) and Health Information Privacy Code (1994) • Health and Safety in Employment Act (2015)

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Signed on behalf of Poutini Waiora Board

I accept the terms and conditions as outlined in this Position Description

Name _____

Position _____

Date _____

Poutini Waiora Board

Name _____

Date: _____