



POSITION DESCRIPTION

Title of Role:	AOD Nurse	Classification Level:	RN 4
Business Unit:	The Zone	Type of Appointment:	Contacted until June 2023
Division:	Operations	Position Number:	TBC
Award Type	EBA		

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
Empowerment	We create a positive environment for staff and young people to make valuable contributions.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose

YSAS is working in partnership with Drummond Street and Odyssey to deliver an Intersectional *Care Coordination Platform* called The Zone. The Zone will provide AOD support to young people and their families across the northwest region of Melbourne, funded by the North Western Melbourne Primary Health Network (NWMPHN). The Zone is based on evidence informed therapeutic process and intersectional practice aimed at increasing the engagement and improving AOD treatment outcomes for specific young people and families from diverse backgrounds and identities. The Zone recognises the need to privilege cultural and intersectional knowledge and competence within therapeutic service and practice decision making. It also puts at the centre the primacy of family as a setting for both risk and protective factors for problematic patterns of AOD use, but also its importance as fundamental to support recovery. First Nations People, LGBTIQ+ people, people with disability, people of colour, public housing residents or people with a lived experience are encouraged to apply.

The role of the AOD Nurse is to provide evidence-informed AOD treatment and collaborative primary health care to young people, using brief interventions, harm reduction and trauma informed frameworks.

This position plays an important role in the provision of a comprehensive integrated and intersectional primary health care to young people. It has the overall objective of providing optimal primary health care to young people accessing support across the North West region. The duties of the position include managing community based withdrawal, screening, assessment, treatment, supported referral and health promotion and education based on a harm minimisation framework.

It is expected that the AOD Nurse will establish and maintain close relationships with a wide range of services including; medical, alcohol and drug specific and youth services to assist young people in meeting their individual treatment needs, with a significant focus on linking young people with community GP's, addiction specialists and other allied health services. The AOD Nurse is required to contribute to holistic care plans so that primary health is an integrated aspect of care to young people linked to the Zone across the Northern or Western region.

Reporting Relationships

This role reports to the Manager of The Zone.

This role has as direct reports:

- NIL

Key Relationships/Interactions

The primary stakeholders that this role will interact with are:

- Mental Health Services
- Housing Services
- Family Services
- Child Protection
- Flexible Learning Services
- Community Legal Services
- Other Youth Services

Key Challenges

Incumbents in this role must:

- Provide direct client service activities, have a strong understanding of referral networks and pathways, undertake administration, program development and evaluation, maintain compliance and display professional conduct.

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Evidence of COVID19 Vaccination status
- Copies of all relevant qualifications.

Other relevant role information

- It is preferable that incumbents in this role have a current First Aid Certificate (level 2) – this may be completed during incumbent's probation.
- Some out of hours work may be required.
- The incumbent of this role may be required to work at various different YSAS sites depending on YSAS operational requirements.

YSAS Conditions

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)

- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice
- Other YSAS policies and procedures, which may be amended from time to time.

Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The AOD Nurse is responsible for:

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Clinical Services and Service Delivery	<ul style="list-style-type: none"> • Provide AOD support and collaborative care to young people and their families (if appropriate/safe) using brief intervention, care planning, harm reduction, trauma-informed frameworks. • Assessment, referral, service navigation and management of young people with both complex clinical presentations. • Assessing and managing intoxication when necessary. • Provide brief intervention, education and supported referrals where appropriate. • Assisting young people to navigate the health care system. • Develop and carryout management plans based on assessment for general illness, health issues and injuries. • Set up or liaise with community health providers or care teams to facilitate follow up of ongoing health issues and immunisation catch ups. • Triage support and follow up in a GP Clinic • Referral and linkages to community GP's, Addiction Medicine Specialists and allied health services • Provide post-residential withdrawal and rehabilitation support • Collaborate and liaise with co-located and out-posted services • Provide support to access to pharmacotherapies • Supported access to care and support for young women with AOD issues who are pregnant or caring for children 	<ul style="list-style-type: none"> • Monitor and manage withdrawal as per YSAS clinical practice guidelines. • Create individual health plans to respond to identified health needs for each registered client. • Accurate recording of medical and client information. • Complete comprehensive assessments, meeting organizational procedures as required.
Consultancy, Advice & Health Promotion	<ul style="list-style-type: none"> • Provide clinical expertise with regard to assessment, treatment and care planning, information on treatment options to clients. 	<ul style="list-style-type: none"> • Provide training and consultation in line with YSAS clinical practice guidelines and best practice principles in youth.

	<ul style="list-style-type: none"> • Provide clinical input to care planning processes in consultation with health care services including GP's. • Provision of secondary consultation to The Zone staff and external stakeholders as required. • Assist to build capacity of workforce to deliver health promoting information to young people. • Provide education regarding AOD issues, harm reduction, relapse prevention, clinical presentations and issues, etc. to internal and external agencies. 	<ul style="list-style-type: none"> • Record all secondary consultations in accordance with data reporting procedures. • Conducting relevant information and education sessions either individually or in a group context.
System Management	<ul style="list-style-type: none"> • Ensure all administration, data recording; maintaining case notes, developing intervention plans using the Flexible Funding Pool and financial accountability processes are known and adhered to. • Ensure client case notes and database is up to date, accurate and meet both organisational and legislative requirements. • Ensure incident reports are timely and meet organisational procedures. • Participate in regular supervision with relevant Senior Practitioner or Team Leader • Ensure OHS issues are recognised and acted upon. 	<ul style="list-style-type: none"> • Ensure quality improvement is adhered to in line with YSAS procedures. • Ensure effective service is delivered and referral pathways are specific to the target group.
Stakeholder Engagement	<ul style="list-style-type: none"> • Build and maintain relationships with external service providers and stakeholders, including General Practitioners, dental and allied health services, hospitals, mental health services, community support services, youth justice, child protection etc • Develop and establish collaborative relationships with key stakeholders to enhance service co- ordination. • Provide secondary consultation to internal and external services. • Attend relevant network meetings as requested. • Demonstrate professional and ethical communication with all networks. • Articulate YSAS relationships based approach with relevant stakeholders. 	<ul style="list-style-type: none"> • Develop collaborative partnerships with relevant stakeholders. • Develop and maintain formal/informal networks in order to achieve goals. • Attend network meetings in order to maintain positive relationships • Represent YSAS ethically and professionally on every occasion • Develop an understanding of YSAS practice frameworks.
Professional Development	<ul style="list-style-type: none"> • Attend YSAS team and professional development meetings • Commit to continuous and relevant professional development including internal training programs and external role-specific training and forums. 	<ul style="list-style-type: none"> • On every occasion YSAS is represented ethically and professionally. • Good working relationships with stakeholders • Organisational needs understood

	<ul style="list-style-type: none"> Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, EEO policy Demonstrated commitment to YSAS' organisational values Provide highest ethical standards at YSAS; not only to young people in the communities we support, but to our co-workers and ourselves Work collaboratively with staff across the organisation to ensure organisational needs are understood, recognised and responded to, as well as staff are supported in their services 	
Continuous Improvement	<ul style="list-style-type: none"> Contribute to continuous quality improvement in relation to service delivery or business support services and systems. Developing linkages with referral services. Participation in evaluation and ongoing monitoring of the programs, services, and systems. Include young people in the evaluation of the service where appropriate. Collaborate with other support services and community based activities to integrate support and provide optimal service provision. 	<ul style="list-style-type: none"> Ensure all work complies of the relevant legislation/ regulations, YSAS' policies and procedures Ensure confidentiality of documentation is maintained

Qualifications, Skills, Knowledge and Experience relevant to the role

Education	<ul style="list-style-type: none"> Division 1 Registered Nurse, current registration with the Australian Health Practitioner Regulation Agency (AHPRA); Desirable: <ul style="list-style-type: none"> A current First Aid (Level 2) certificate
Experience	<ul style="list-style-type: none"> Demonstrated understanding of the health issues young people and their families face as well as experience working in areas such as alcohol and other drug, mental health and homelessness. Clinical management of drug withdrawal and other interventions Experience working in community based nursing roles with young people Demonstrated experience in listening to the voices of people of diverse backgrounds and identities and a capacity to understand and appreciate their lived experience Experience in establishing and cultivating intra and inter-organisational relationships with people and organisations of influence Experience as an ally with people of diverse backgrounds and identities
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of harm minimisation frameworks and trauma informed practice. Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions Demonstrated knowledge and practical application of relevant legislation, policy and clinical practice that relates to the engagement and care of young people Significant skills in screening systems, assessment, care planning and service consultation A knowledge of relevant primary health & tertiary level clinical and referral pathways Well-developed written and verbal communication skills Ability to manage confidential and sensitive information, and work independently and as a part of an integrated multidisciplinary team.
Personal qualities	<ul style="list-style-type: none"> A team player, able to work in a collaborative way. Has tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion.

	<ul style="list-style-type: none"> • Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. • Commitment to YSAS' values and a working style that reflects these
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Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the AOD Nurse. Key behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in YSAS's Performance Matrix. This

Category	Level	Behaviours
Strategic Direction	Foundational	<ul style="list-style-type: none"> • Knows how own work contributes to YSAS' goals • Recognises how own work impacts on others • Asks questions to understand an issue • Contributes to business planning • Is flexible to changing priorities • Is open to change and new approaches
Achieves results	Foundational	<ul style="list-style-type: none"> • Ensures expectations and instructions from manager/supervisor are understood • Keeps manager/supervisor informed of progress • Follows due process when undertaking tasks • Delivers results by agreed timeframes • Pays attention to detail to ensure accurate/quality results • Reorganises work when priorities change • Is responsive and shows initiative
Business Excellence	Foundational	<ul style="list-style-type: none"> • Participates in the YSAS Performance Development Review Process • Openly raises issues with manager/supervisor • Seeks guidance/advice from others where necessary • Responds positively to constructive feedback • Actively participates in all necessary training • Looks for ways to improve work practices
Working Relationships	Operational	<ul style="list-style-type: none"> • Seeks input from relevant others • Ensures others are kept informed of progress and issues • Actively participates in team work and group activities • Works cooperatively with others • Listens attentively to others
Personal Drive and Professionalism	Operational	<ul style="list-style-type: none"> • Acts in a respectful and professional manner • Shows positivity and honesty • Maintains professionalism and confidentiality when dealing with sensitive issues • Recovers quickly from setbacks and refocuses on the task at hand • Looks for opportunities to engage in personal development • Ensures work practices are undertaken in a safe manner

broader group of behaviours are applicable to your ongoing success in the role.

Selection Criteria for Appointment into Role

1. Describe your experience working as a registered nurse, including experience at conducting comprehensive health assessments, delivery of clinical interventions, brief interventions or health promoting programs within scope of practice for young people with intersecting needs.
2. Outline your understanding of the principles and practice of harm minimisation orientated treatment and prevention interventions in the alcohol and drug field.
3. Outline your knowledge of the drug treatment system, pharmacotherapies, withdrawal symptomology and management, and drug interactions
4. Demonstrated ability in assertively engaging and supporting young people from a range of backgrounds, genders and age groups.
5. Demonstrated experience of participation in collaborative work practices with internal and external services
6. Outline any translatable skills or experience you have that may be advantageous to this role.

Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by occupant	_____	_____	/ /
	(Print name)	(Signature)	
Acknowledged by line manager	_____	_____	/ /
	(Print name)	(Signature & title)	

Job and Person Specification Approval

...../...../..... DELEGATE (GM or Chief)