

Position Description

Position Title	Community Health Nurse, AOD Response North
Position Number	P0066
Position Status	Job share, 0.4 EFT Part Time Ongoing
Program Area	AOD Response - Innerspace
Award/Agreement/Classification	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020. Registered Nurses Div. 1 Registered Nurse Grade 3B
Reports To	Program Manager AOD Response North P0635
Contact	Bernadette Suter
Contact Phone Number	9448 6171

cohealth is one of Australia's largest community health organisations delivering services across Melbourne's inner, northern and western metropolitan suburbs.

cohealth's mission is to strengthen community and make a difference to the lives and wellbeing of people, particularly of those who experience stigma and the risk of marginalisation. We create impact through a powerful combination of advocacy, innovation in service delivery, and partnership with consumers, communities and other stakeholders.

With over 30 sites cohealth provides a range of vital local health and support services including medical, dental, allied health, mental health, and counselling, and many specialist health services. More information about cohealth is available on our website www.cohealth.org.au.

Staff enjoy being part of a supportive environment with strong leadership and a collegiate and communicative approach. A not for profit organisation built on strong values, cohealth's commitment to all staff and volunteers is to ensure a positive and supportive work environment.

cohealth is an equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

Owner: Cheryle Abela [AUTHOR]	Approved by [Cheryle Abela] (Executive Sponsor) Date: 5/12/16
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Site/Program Profile

cohealth aims to improve the health and wellbeing of people who use drugs in the inner north and western suburbs of Melbourne. Funded by the Department of Health and Human Services, the service provides a range of programs including:

- A Needle and Syringe Program (NSP) which provides people who use drugs (PWUD) with injecting equipment, information and education; syringe management and outreach services
- A primary health care team, which provides holistic health services to people who use drugs
- A medical service which includes pharmacotherapy prescribing
- Dual diagnosis counselling
- Alcohol and other drug counselling and care and recovery coordination
- Support for families and significant others of drug users
- A drop-in area for social interaction that is facilitated by staff
- Allied health clinics
- Groups and activities

cohealth AOD Response team works from a holistic, social model of health care with the aim of addressing health inequities experienced by people who use drugs. The service is confidential, innovative, responsive and based on a harm reduction framework encompassing community development principles to empower and educate PWUD, to support them to make informed decisions about their health.

cohealth AOD Response is a multidisciplinary service that values professional, academic and personal experience. Staff work together, support each other, engage in reflective practice and are accountable to service users.

Innerspace is a Specialist AOD Primary Health Service (SAPHS) for people who use drugs and has a variety of programs and clinics including: Needle & Syringe Programs, nursing and Non Residential Withdrawal nursing, Dual Diagnosis counselling and AOD Counselling, a significant medical practice that includes pharmacotherapy prescribing, Hep C clinic and sessional allied health clinics as well as a drop-in area staffed by Community Health workers.

Position summary

The aims of this position are:

- To provide high quality nursing services to clients of Innerspace Specialist AOD Primary Health Service
- May be required to facilitate (dependant on demand) the delivery of pharmacotherapies in collaboration with GPs and other providers
- To support our Healthy Living Clinic which provides Hepatitis C testing, treatment and support in collaboration with Alfred Hospital and Burnet Institute
- Target population: People with a history of drug use.
- This position is part of cohealth AOD Response North which is based at Innerspace, 4 Johnston Street Collingwood. The teams that form AOD

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Response Services are spread across cohealth sites and this position may also provide services from other cohealth locations as required.

Position Responsibilities

Direct Service

- In conjunction with the Program Manager/Practice Lead co-ordinate the delivery of clinical services provided within the facility, including the Pharmacotherapy services and Healthy Living Clinic
- Operate as a triage nurse which entails managing injuries and other emergencies, ensuring a smooth flow of clients through the facility and refer clients to other health providers within the centre or to other agencies
- Ensure the provision of health services both on site and on an outreach basis according to need
- Assist GP's to develop Care Plans
- Provide nursing consultancy to the staff of the Primary Health facility and to staff from local health and welfare agencies
- Establish and maintain active links with other welfare/support and health agencies to ensure that clients health needs are appropriately met
- Promote the service to the local community, people who inject drugs and to health and welfare agencies
- Assist with the recruitment, selection appointment and induction of new staff, sessional staff and volunteers
- Maintain and update Health Education resources
- Maintain clinical supplies and equipment to ensure smooth operation of the facility
- Establish and maintain links with other key local agencies
- Work collaboratively with cohealth staff and other agencies to maximise service availability for the client group and ensure that client needs are met in an effective and timely manner
- Provide secondary consultations to other staff as required

Administrative Responsibilities

- Maintain accurate case records and ensure confidentiality of such information
- Achieve the various Dept. of Health accountability and reporting requirements
- Participate in staff, site, team and multi-agency working groups as required
- Provide evaluation reports as required

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Health Promotion

- Plan and facilitate group work and health promotion activities that address client needs
- Participate in cohealth Health Promotion groups and activities as directed

Team and Policy Development

- Participate in team/site meetings and contribute to the development of policies and procedures of the organisation
- Participate in multi-disciplinary team meetings to develop appropriate health education programs and information for clients
- Participate in organisational Quality Assurance activities

Other Responsibilities

- Understand and comply with the cohealth OH&S Policy, and procedures and the legislative requirements relevant to this position
- At all times treat other staff with courtesy and respect
- Work in partnership with the community, clients and staff to achieve our vision
- Liaise with referral sources and other health professionals as appropriate
- Participate in relevant team meetings and staff development activities
- Maintain adequate records and provide reports as may be required
- Receive appropriate training about the Needle & Syringe Program (NSP) and participate in the NSP as required
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

Scope of Practice

Core Scope of Clinical Practice:

- General clinic nursing assessment and treatment
- Consult with General Practitioners and other health and welfare service providers
- Assist other staff of cohealth in developing strategies to effectively manage clients with alcohol or other drug issues
- Work collaboratively across the sector to develop and maintain effective linkages and referral protocols

Specialist Scope of Clinical Practice:

- Hepatitis C / HIV Pre and Post-test counselling
- Pathology

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Position Requirements (qualifications, skills, knowledge and attributes)

- Current nursing practicing certificate
- Experience working in the Alcohol & Other Drug sector, or related work
- Ability to work independently and as part of a multi-disciplinary team
- An understanding of the issues that affect people who inject drugs
- An understanding of Harm Minimisation principles

Key Selection criteria

Essential

- Possess a current nursing practicing certificate and recent relevant experience
- Demonstrated experience working in the Alcohol & Other Drug sector, or related work
- Knowledge of and commitment to Harm Minimisation principles
- Highly developed communication and negotiation skills.
- Ability to work within a multi-disciplinary team, including with peer workers
- Ability to work independently
- Excellent organisational skills including time management
- Experienced in IT systems, databases, internet, email

Desirable

- Knowledge of and commitment to Community Health principles
- Experience working with people from culturally and socio economically diverse backgrounds
- Ability to speak a relevant community language would be an advantage
- Report writing skills
- Current Victorian driver licence

Additional Information

1. cohealth is an equal opportunity employer
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. This position is based at Collingwood but may be required to work across sites from time to time or to change sites.
4. Employment is subject to the satisfactory completion of a Police Record Check and where required Working with Children Check.
5. In the context of occupational health and safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as

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well as co-operating with any measures introduced in the workplace to improve OH&S

6. Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
7. Salary packaging is available to all fixed and permanent staff
8. A Probation period of six (6) months applies to all positions
9. A pre-employment police check is mandatory for all new employees. A working with Children check may be required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place three months following commencement of employment and then on an annual basis.

Our Principles

Our work is informed by human rights based principles which include:

Participation: We work to improve access to our services by creating opportunities for active and meaningful participation.

Accountability: We have strong systems that are open and transparent and we actively encourage and respond to feedback.

Non-discrimination and attention to vulnerable groups: We work with the most disadvantaged people to improve their health and wellbeing.

Empowerment: We work alongside a strong and well-connected community that is supported to have a voice.

Linking practice to human rights standards: Our work promotes and protects the rights of staff, consumers and the wider community.

We require all employees to perform in a way that is in line with these principles.

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Document Review Details

Version Number:

Date Reviewed:

Date to be reviewed:

I have read, understood and accept the above position description.

Name

Signature

Date / /

Executive Director Name **Brett Murphy**

Executive Director Signature



Date 30/ 03/ 2017

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