

## POSITION DESCRIPTION

<b>Position:</b>	Manager Alcohol and Other Drugs (AOD)
<b>Directorate</b>	Area Mental Health & Wellbeing Services
<b>Division:</b>	Acute Intervention Services
<b>Business Unit:</b>	AOD Treatment Team
<b>Enterprise Agreement</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Reports to:</b>	Director Acute Intervention Services (AIS)



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 6** of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Manager AOD will lead and support a multi-disciplinary AOD Treatment Team. This team will operate collaboratively within MBPH and proactively with sector service partners.

The AOD Manager will provide expert clinical assessment and treatment to mental health consumers with co-occurring conditions in both inpatient and community settings. Working collaboratively, the role will utilise contemporary evidence-based practice for treatment, support and care of people with 'co-occurring conditions', and will provide leadership and supervision to the overall Mental Health Services and team members (which may include AOD Nurses, peer workers, and trainees). This role may involve working extended hours, including evening and weekends as required, and flexible service delivery (including at home).

## KEY RESPONSIBILITIES AND DUTIES

1. Clinical Assessment and Treatment:
  - As part of a shared-care model, conduct comprehensive assessments of mental health consumers with co-occurring substance use disorders, utilising standardised assessment tools and evidence-based practices.
  - Develop individualised treatment plans, based on assessment findings, consumer preferences, and goals, and collaborate with case managers and treating teams to provide coordinated treatment of co-occurring conditions;
  - Employ a harm reduction approach and trauma-informed care principles in delivering interventions.
  - Monitor and evaluate the progress of consumers throughout the treatment process, adjusting interventions in collaboration with case managers and treating teams (as needed).
  - Co-ordinate the residential withdrawal program within MBPH, including supporting medical and nursing teams to effectively manage patients who are undertaking a planned withdrawal from alcohol and/or other drugs.
2. Supporting and leading implementation of integrated treatment for 'co-occurring conditions'
  - In collaboration with MBPH mental health service leadership and transformation team, support implementation of integrated AOD treatment within the AMHWS;
  - Lead, and support MBPH to grow, a multi-disciplinary integrated AOD Treatment Team and provide supervision for staff (Registered Nurses, AOD Trainees, peer workers and students completing placements).
  - Establish and strengthen collaborative networks with MBPH partners, consumers, carers, and relevant community organisations to enhance integrated AOD service delivery – including close liaison with state-wide services for co-occurring conditions.

- Work closely with consumers and carers to ensure their active participation in treatment planning and decision-making processes.
  - Foster partnerships with internal departments and external agencies, such as substance abuse treatment centres, community-based organisations, and peer support groups, to provide comprehensive care and support.
  - Coordinate and facilitate multi-disciplinary meetings and case conferences to ensure a coordinated response to consumer needs.
3. Evidence-Based Interventions:
- Stay up-to-date with current research and evidence-based interventions in the field of co-occurring mental health and substance use disorders.
  - Embed evidence-based practices within the service, ensuring fidelity and adherence to best practices.
  - Support training and education for staff and service partners on recognising and responding to individuals with substance use problems, utilising evidence-based approaches.
  - Participate in quality improvement activities to enhance the effectiveness and efficiency of service provision.
4. Documentation and Reporting:
- Maintain accurate and confidential consumer records, including assessment reports, treatment plans, progress notes, and discharge summaries, in compliance with legal and ethical standards and in collaboration with case managers and treatment teams.
  - Prepare reports and contribute to data collection efforts for program evaluation and reporting purposes and report these to the senior leadership group
  - Adhere to relevant policies, procedures, and regulations related to clinical documentation and reporting.
5. Professional Development:
- Engage in ongoing professional development activities to enhance clinical skills and knowledge in the field of co-occurring mental health and substance use disorders.
  - Attend relevant training, conferences, workshops, and seminars to stay informed about emerging practices and advancements.
  - Seek supervision and consultation as needed to ensure the provision of high-quality care.
  - Encourage, Design and deliver professional development across the MH services to encourage AOD competency across the MH work force.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## **KEY SELECTION CRITERIA**

### **Essential:**

- Approved degree and registration with AHPRA as a Registered Nurse
- Post graduate qualifications in Mental Health Nursing or equivalent
- Extensive clinical experience in assessing and treating mental health consumers with co-occurring substance use disorders.
- Solid understanding of evidence-based interventions for 'co-occurring conditions and experience in their implementation.
- Knowledge of harm reduction principles, trauma-informed care, and recovery-oriented approaches.
- Experience in a senior clinician and/or management role
- Ability to work effectively within a multi-disciplinary team and collaborate with diverse stakeholders.
- Strong interpersonal and communication skills, with the ability to engage and build rapport.
- Capacity to collaborate with all stakeholders to achieve effectiveness and efficiency of services.
- Knowledge of risk management and quality improvement Australian Standards.
- Ability to collect and analyse data and prepare reports and recommendations.
- Sound computer skills.

### **Desirable:**

- Post graduate qualification or equivalent in Drug and Alcohol or Addiction.

## **MANDATORY REQUIREMENTS**

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**



A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

