

## POSITION DESCRIPTION

POSITION TITLE Registered Nurse / Nāhi à Rēhita

REPORTS TO Clinical Manager

### ORGANISATION'S VISION AND PURPOSE

*Tō Tātou Matakitenga Poutia, Heretia, tuia te muka tāngata ki te pou tokomanawa ka tū mana motuhake; Ka noho herekore I ngā waranga me ngā wero nui o te ao*

**OUR VISION** People, whanau and communities are connected and supported to live the lives they want; free from drug, alcohol and other addiction challenges

*Tō Tātou Aronga E hāngaia e mātou he whare tūmanako me ngā wāhi haumarū, ka āhei I a tangata ki te muka tāngata ki a ia anō, ko te mea kē ka puta te ira tāngata ki te wheiao ki te ao mārama*

**OUR PURPOSE** We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future

### POSITION PURPOSE

- Be responsible for providing timely, safe and effective medical or health interventions (within their scope of practice) to Odyssey clients/tangata whai ora/ rangatahi.
- Through directions and advice to other staff, ensure the delivery of safe, compliant and effective interventions, and education to clients/tangata whai ora/ rangatahi accessing Odyssey services.
- Take the lead for ensuring that all policies related to medications and physical health issues are accurately implemented within the service.

### KEY AREAS OF RESPONSIBILITY

Responsibility	Performance measures
<p><b>Nursing Services</b></p> <ul style="list-style-type: none"> <li>• Complete initial assessments of new clients upon admission to the service, including <ul style="list-style-type: none"> <li>○ Assessment of medication needs</li> <li>○ Arranging initial medical appointments with relevant health providers where required</li> <li>○ Participating in clinical and/or mental health assessments of clients/whai ora/rangatahi and completion of core documentation regarding risk assessments as required</li> </ul> </li> <li>• Establish and maintain positive working relationships with clients/whai ora/rangatahi</li> <li>• Support clients/whai ora/rangatahi by providing nursing care in a timely, caring and co-ordinated manner, and through ongoing monitoring of their medical condition as required</li> </ul>	<p>Ensures comprehensive assessment and treatment planning that leads to appropriate interventions, management of risk and positive client/tangata whaiora/rangatahi outcomes</p> <p>Client/tangata whai ora/rangatahi, family / whānau and multi-disciplinary team members (including external health providers) expresses satisfaction with their involvement, communication, education and the implementation of policies and procedures that relate to the management of health and medication issues</p> <p>Attends and provides appropriate input at client/tangata whaiora/rangatahi clinical meetings. Demonstrates appropriate knowledge of and adheres to clinical protocols and practice guidelines pertaining to the area of clinical practice/service delivery</p>



## KEY AREAS OF RESPONSIBILITY

Responsibility	Performance measures
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Provide timely medication management training to staff and assess their medication management competency</li> <li>• Review, update and communicate medication management competencies to staff and the Clinical Manager as required</li> <li>• Provide medication management and/or infection prevention and control training and/or advice to whai ora/ rangatahi and staff in response to situations as required</li> </ul> <p><b>Promoting health and wellness</b></p> <ul style="list-style-type: none"> <li>• Provide education and advice to whai ora/ rangatahi to promote healthy living</li> <li>• Initiate/ contribute to health groups designed to promote client/whai ora/ rangatahi health</li> <li>• Work collaboratively with colleagues and whai ora/ rangatahi to promote and improve mental health awareness through lifestyle choice education</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Identify and act on any potential risks to self or others, including client/whai ora/ rangatahi, whānau and other employees.</li> <li>• Be familiar with and abide by the organisation's health and safety policies and reporting procedures, ensuring others do the same as required</li> <li>• Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these</li> </ul> <p><b>Treaty of Waitangi</b> Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role</p> <p><b>Professional Development</b> Be proactive in registration maintenance, professional development, attends supervision and relevant organisational / external trainings as required</p>	<p>Staff are well trained and demonstrate competence in medication management as per organisational policies, procedures or guidelines</p> <p>There are no reports of medication errors</p> <p>Staff medication management competencies are kept up to date and are communicated to staff in a timely manner as required</p> <p>Clinical Manager and Living Well Programme Manager expresses satisfaction with the information and education provided to promote health and wellness awareness</p> <p>Risks (including Health and Safety compliance and maintenance) are identified and reported; Plans are put in place to resolve and/or mitigate potential problems as required; Issues are escalated to relevant manager as required</p> <p>Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant</p> <p>Follows correct protocols when using safety equipment</p> <p>Workplace hazards are identified, plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority</p> <p>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role</p> <p>Has an individual development plan which is implemented</p> <p>Attends organisational training required for role</p> <p>Values feedback from peers, line management, family/ whānau</p> <p>Meets accreditation and certification standards</p>

## KEY AREAS OF RESPONSIBILITY

Responsibility	Performance measures
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Attend and contribute actively to team meetings</li> <li>Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role</li> </ul>	<p>Regularly attendance at team meetings and makes useful contributions</p> <p>Other work is undertaken and completed; commitment and flexibility is demonstrated</p>

## KEY RELATIONSHIPS

<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Clinical Manager</li> <li>Odyssey employees</li> <li>Operations Manager</li> <li>Living Well Programme Manager</li> <li>Clinical Director</li> <li>Quality Manager</li> <li>Cultural Advisor</li> <li>Consumer Advisor</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>Odyssey whai ora/ rangatahi /whānau</li> <li>Medical and Dental Agencies</li> <li>Mental Health Agencies</li> <li>Other medical /health providers</li> <li>Specialist Health &amp; Addiction Advisory support</li> <li>Emergency or crisis liaison support</li> </ul>
---	---

## PERSON SPECIFICATION

<p><b>Qualifications, knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>Nursing registration with current APC</li> <li>At least 2 years' experience as a Registered Nurse, preferably working in the social services, addictions and/or mental health sectors</li> <li>Post graduate Certificate in Health Sciences (Mental Health speciality) is desirable</li> <li>Understanding of the importance of equal opportunity to health care access and outcomes</li> <li>Demonstrated cultural sensitivity and rainbow diversity awareness</li> <li>High regard for confidentiality and security, including client information</li> <li>Experience of using Microsoft Office and client information systems</li> <li>Full New Zealand drivers' licence</li> <li>Demonstrated understanding of and interest in Odyssey's work</li> </ul>
--	---

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong verbal, written and interpersonal and communication skills</li> <li>• Ability to establish and maintain effective relationships with a range of stakeholders</li> <li>• Ability to work under pressure, complete work on time and to a high standard</li> <li>• Ability to prioritise and work with limited supervision</li> <li>• Willingness to consider other viewpoints/ sources of information and adjust decisions as appropriate</li> <li>• Positive attitude and self-motivated</li> <li>• Ability to take initiative and adapt to changing circumstances</li> <li>• Ability to show discretion and tact</li> <li>• Ability to deal with conflict and defuse challenging situations</li> <li>• Fluency in English</li> <li>• Is confident with using core IT applications required for the role client databases (preferably HCC), Outlook, MS Word etc</li> <li>• Demonstrated ability to navigate client information systems</li> <li>• Ability to acknowledge own limitations and be proactive in own self-development</li> </ul>
-----------------------------	--

### ODYSSEY'S PILLARS - guiding principles for employees and clients

<b>Trust</b> <i>Tika</i>	Reliable and shows great integrity
<b>Honesty</b> <i>Pono</i>	Transparency and openness underpins all actions
<b>Responsibility</b> <i>Kaitiaki</i>	Achieves and surpasses goals
<b>Concern</b> <i>Manaaki</i>	Empathic and interested in the wellbeing of others
<b>Love</b> <i>Aroha</i>	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with clients/whai ora and whānau

'LET'S GET REAL' SKILLS		
Skill	Description	Competency level - Essential
<b>Working with people experiencing mental health and addictions</b>	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> <li>• Greets and welcomes people accessing services and their whānau appropriately, providing age and/or culturally appropriate, relevant &amp; specific information</li> <li>• Works in partnership with people accessing services and is mindful of the impact of power differentials</li> <li>• Demonstrates understanding and respect of diversity and cultural awareness through appropriate use of language and culturally specific resources, particularly for Māori whai ora and whānau</li> </ul> <p>Recognises people accessing services may be fearful or apprehensive and works to establish a safe and trusting connection and a comfortable physical environment</p>
<b>Working with Māori</b>	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> <li>• Greets Māori people using te reo Māori greetings</li> <li>• Respects and uses te reo Māori correctly &amp; when appropriate</li> <li>• Respects Māori tikanga and spiritual practices, the importance of identity and the concepts of whakawhanaunga, manaaki, tino rangatiratanga and mana motuhake</li> </ul>

		<ul style="list-style-type: none"> <li>• Asks whai ora and whānau what they need and provides information in English and Māori</li> <li>• Understands the importance of whakapapa and different roles within whānau</li> <li>• Supports Māori whai ora to identify and involve people who are important to them</li> </ul>
<b>Working with whānau</b>	Encourages and supports the wellbeing of whānau and ensures they have access to information, education and support including children	<ul style="list-style-type: none"> <li>• Demonstrates understanding that in many cultures, a person's identity is embedded and connected to whānau rather than their individual selves</li> <li>• Welcomes, establishes positive rapport and shares relevant information with whānau</li> <li>• Sensitively asks about support needs related to being a parent as appropriate to role</li> </ul>
<b>Working within Communities</b>	Recognises that people and whānau who experience mental health and addictions needs, are part of communities	<ul style="list-style-type: none"> <li>• Understands 'community' in the broadest sense and that the concept of community is dynamic and evolving</li> <li>• Recognises that Māori whai ora may be supported within and contribute to wider social networks e.g. hapu, iwi</li> <li>• Demonstrates understanding of the importance of social inclusion and community connections, has knowledge of the communities people accessing services identify with, and supports them to connect with and participate in communities of their choice</li> <li>• Has a basic understanding of mental health promotion, addiction harm reduction, suicide prevention and postvention principles</li> </ul>
<b>Challenging discrimination</b>	Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the prevalence, impact and challenges of discrimination on people who have mental health or addiction needs, whanau services and communities</li> <li>• Works to develop awareness and challenges own beliefs that may lead to discriminatory behaviour</li> </ul>
<b>Applying law, policy and standards</b>	Implements legislation, regulations, standards, codes and policies relevant to their role	<ul style="list-style-type: none"> <li>• Respects the relationship between government and tāngata whenua and upholds the principles of the Te Tiriti o Waitangi</li> <li>• Understand and adheres to legislation, regulations, standards, codes and policies appropriate to the role</li> <li>• Upholds the principles set out in the UN Convention of the Rights of the Person, including the right to autonomy, self-determination, to be free from coercion and to be treated in a non-discriminatory way</li> <li>• Provides information to people about their rights and in a way that supports them to understand</li> <li>• Ensures people know about relevant feedback and complaints processes</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintains and stores records in accordance with legal and professional standards</li> </ul>
<p><b>Maintaining professional &amp; personal development</b></p>	<p>Participates in life-long learning, &amp; personal and professional development, reflecting on &amp; seeking ways to improve self/team/service</p>	<ul style="list-style-type: none"> <li>• Reflects on own work and practices to identify strengths and areas for further development</li> <li>• Seeks and takes learning opportunities to achieve professional development goals</li> <li>• Looks after own wellbeing and contributes to a safe and healthy workplace</li> <li>• Communicates effectively with a diverse range of people</li> <li>• Engages with colleagues to give and receive constructive feedback</li> <li>• Works effectively in a team and understand team roles, different working styles and skill levels to contribute to the success of the team</li> </ul>