



Position Description

Alcohol and Other Drug Practitioner

Note: the aim of this position description is to provide a contextual explanation of the role and as such will not be a full list of tasks and duties that an incumbent may reasonably be expected to perform.

Location	Auckland
Reports to	Service Manager Special Projects– Integrated Health Services
Staff reporting to role	Nil

Organisation Objective

Mahitahi Trust is a not-for profit organisation who deliver kaupapa led Māori services across health, education, social, employment and housing via integrated services based on ngā Tikanga Māori (Māori cultural beliefs and practices). The overarching commitment of Mahitahi is to improve the well-being of individuals and whānau, assisting people in their desire to regain mental wellness through a range of overlying services with foundations firmly grounded in the nurturing of wellness.

Purpose of Position

Using the principles of holistic therapeutic intervention, the Practitioner is responsible for clinical oversight and management of the Te Awa Ora programme and supports provided to promote healthy choices for Rangatahi and Whanau. A key focus is to complete clinical assessments and interventions to minimise the long-term physical, spiritual, social and economic impact of alcohol and other drug use.

Te Awa Ora is designed to support Māori Rangatahi living within the Counties Manukau District to have access to culturally specific services, that enable young people to access support through any door, early on, in order to minimise the harm of using alcohol and other drugs and to work towards achieving total abstinence. Te Awa Ora is a 10-week wellbeing programme that has been developed in line with Tikanga Māori best practice principles. Te Awa Ora was designed as an early therapeutic intervention programme with cultural healing practices weaved throughout the facilitation of the programme. The service and programme design is underpinned by the concept of Maturanga Māori and the use of the principles to deepen and enhance Māori healing.

The tasks and supports for this role are varied and will depend on the needs and aspirations of each person engaged with this service.

Key Relationships

- The CEO
- Kaumatua, Kuia and Kaitiaki Māori
- Executive Management Team
- Leadership Team
- Mahitahi Trust Kaimahi
- Mahitahi Trust Whānau Whaiora
- Rangatahi and their Whānau
- CMDHB/ADHB stakeholders
- Relevant regulatory and government bodies, including MOH, DHBs
- The Board (if required).
- Other stakeholders as directed

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Prevent Rangatahi and their whānau from experiencing the long-term physical, spiritual, social and economic impact of AOD use.	<ul style="list-style-type: none"> • Encourages adoption of habits and routines that are conducive to a higher quality of life 	Demonstrates provision of interventions, which occur within a specific evidence-based therapeutic model are relevant and appropriate for individuals, cultural and gender identity needs of the Rangatahi; includes the monitoring of outcomes.
Enable young people and their whānau to access support through any door, early on, in order to minimise harm of/ or achieve total abstinence from alcohol and other drugs.	Develops effective and approachable relationships with Rangatahi and their whānau, and continually strives to improve service delivery while focusing on Rangatahi recovery	Rangatahi and their whānau will report abstinence from/ reduction of AOD use.
To support and empower Rangatahi to determine their own Rangatiratanga by defining the future they want and to identify the steps necessary to achieve success	<ul style="list-style-type: none"> • Develops effective and approachable relationships with Rangatahi and their whānau, and continually strives to improve service delivery while focusing on Rangatahi recovery • Rangatahi are equipped with the insight, self-determination and hope necessary to identify people, skills, strategies and resources that will support better choices and decision making. • Works collaboratively with Rangatahi, whānau, CSW, and clinical stakeholders/agencies at all times. 	<ul style="list-style-type: none"> • Positive Stakeholder feedback (internal/external) • Outcome of reporting evidences that risks/concerns were actioned in a timely • Rangatahi self-determine and manage their health and wellbeing
Screening and brief intervention assists Rangatahi and whānau to identify gambling, tobacco, alcohol, other drug and co-existing problems and provides information, advice and support tailored to their strengths and needs.	<ul style="list-style-type: none"> • Applies and interprets screening tools and/or processes to assist in identifying the presence and severity of gambling, tobacco, alcohol and other drug use problems. • Identifies and incorporates strengths and protective factors in screening and brief intervention processes. • Equip Rangatahi with the knowledge to identify the people, skills and 	<ul style="list-style-type: none"> • Demonstrate a comprehensive understanding and application of the principles and practice of harm reduction. • Demonstrate a sound understanding and application of theories and models of behaviour change.

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
	<p>resources that will support better choices and decision making.</p> <ul style="list-style-type: none"> • Facilitate access to culturally appropriate drug and alcohol resources to support practice, such as: guidelines; manuals; ethics and codes, self-directed learning packages; e-resources; and consumer-targeted resources • Provides brief intervention for problem gambling, tobacco, alcohol and other drug problems appropriate to the Rangatahi and service context. • Develops and coordinates implementation of an appropriate risk management plan to address risk of harm to self or others with Rangatahi who are at risk of harm to or from self and/or others. • Demonstrates basic understanding of definitions and categories of addiction and mental illness and a range of relevant therapies and interventionsRecognizes alcohol and other drug induced conditions such as tolerance, withdrawal and substance use disorders 	<ul style="list-style-type: none"> • Demonstrates understanding and application of risk and resiliency factors in relation to addiction. • Demonstrates knowledge of the prevalence of gambling, tobacco, alcohol and other drug problems in New Zealand with specific focus on tangata whenua • Rangatahi have identified goals and aspirations and are confident that they will achieve them. • Rangatahi and their whānau will report positive changes regarding their quality of life. • Rangatahi and their whānau will report abstinence from/ reduction of AOD use
<p>Motivate and support rangatahi to hope and expect more. To reengage in education and to pursue their aspirational and vocational goals.</p>	<ul style="list-style-type: none"> • Builds and maintains positive, therapeutic relationships with rangatahi- holding the hope and supporting rangatahi to want to recover. • Articulates a comprehensive understanding of the principles and practice of harm reduction • Demonstrates a sound understanding of theories and models of behaviour change • Ensure practice is in line with and complies with current best practice competencies and all relevant sector standards. • Facilitating access for whānau to culturally appropriate drug and alcohol resources • Reports any risk or concerns to the Service Manager and provides supports for risk mitigation strategies 	<ul style="list-style-type: none"> • Stakeholders report that they understand the role and purpose of the AOD Practitioner position • Practice and attitude consistent with current theory and best practice • Effective inter-sectorial communication. • Input to case review at Clinical Review, presenting and discussing clinical information • Rangatahi enjoy daily life and look forward to the future. • Rangatahi and their whānau will report positive changes regarding their quality of life.

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
To enable understanding of the whānau dynamics and the cultural norms associated with AOD use and develop strategies to combat these.	<ul style="list-style-type: none"> • Connect Whānau to culturally appropriate and effective local resources and services that can provide additional support and resources. • Establishes and maintains effective working relationships with a range of clinical, non-clinical and cultural colleagues across the organisation and other mental health and addiction services 	Whānau have the tools. Knowledge base and connections necessary to achieve tinorangatirotaanga.
Ensure whānau and Rangatahi are culturally connected and understand their whakapapa. A whole of whānau, strength-based approach is therefore utilised.	<ul style="list-style-type: none"> • Ensures that Mahitahi Trust's 8 Pou are integrated in all aspects of mahi by aligning goals to Nga Pou e Waru. • Ensure an Ūkaipō - Ngā Puawaitanga assessment is completed for Rangatahi and Whānau. 	<ul style="list-style-type: none"> • Rangatahi report to feel culturally connected to whānau, hapu and iwi • The organisations RBA Framework will provide evidence that Nga Pou E Waru is embedded into work practices and documentation • Completed Ūkaipō - Ngā Puawaitanga assessments for Rangatahi.
Ensure delivery of specified services as per contracts with funding bodies and the requirements of the National Mental Health Standards	<ul style="list-style-type: none"> • Establishes and maintains healthy and positive relationships with all external stakeholders • Supports best practices to ensure contractual compliance across all levels of Mahitahi e.g. PRIMHD, RBA, Performance Monitoring Returns etc) • Actively supports Rangatahi and their whānau to access other services or professional assistance as required 	<ul style="list-style-type: none"> • Positive Stakeholder feedback (external) • Correct reporting protocols are observed and contractual reporting is accurate and timely.
Administration – Perform administrative functions to support the values and service delivery for the organisation, Rangatahi, Whānau and the service	<ul style="list-style-type: none"> • Clinical case notes, assessments and reviews are timely and accurate • Supports all referral processes in accordance with policies and procedures. • Ensures all case management processes are followed in accordance with policies and procedures. • Rangatahi work meets the National Mental Health Standards • Maintains a positive and active presence in the community in order to increase access to local resources • Attends and participates in relevant meetings pertaining to whaiora, 	<ul style="list-style-type: none"> • Ensure that clinical case notes are accurate and entered in the Trusts' Client Management System (CMS) within 24 hours • Kaimahi Nominations • Positive Stakeholder feedback (internal/external) • Positive Kaimahi Performance reviews and appraisal

KEY RESPONSIBILITIES	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
	<p>whānau external networks and Mahitahi</p> <ul style="list-style-type: none"> • Maintains knowledge of relevant Acts and regulations e.g. Health and Disability, Privacy and Health Information, Mental Health Act/s, Health and safety etc. • Actively supports the running of the programme, including clinical tasks within own scope of practice as directed by the Service Manager Special Projects 	
Effective and efficient resource utilisation	Resources utilisation is in accordance with policies and procedures.	<ul style="list-style-type: none"> • Resources are managed effectively and within budget • Damage to resources are minimal
Demonstrate an awareness of key national documents, initiatives, strategies and their relevance to service provision both at a local and national level	<ul style="list-style-type: none"> • Promotes an awareness of key national documents/initiatives/strategies and their relevance to service provision. • Understands and adheres to legislation, regulations, standards, codes and policies relevant to role 	<ul style="list-style-type: none"> • Practices in accordance with ethical, legal and professional practice standards. • Knowledge of professionally relevant Code of Ethics.
Professional Development	<ul style="list-style-type: none"> • Promotes and demonstrates ethical decision making in all aspects of clinical practice • Understands and engages in supervision • Seeks and participates in professional development opportunities. • Acknowledges limits of own abilities and scope of practice. • Demonstrates competence in computer skills and utilisation of computer programmes 	<ul style="list-style-type: none"> • Maintains the requirements for full DAPANNZ Practitioner registration • Attends mandatory and role specific training as arranged and regularly reviews learning objectives • Participates in a personal annual performance development process
Te Tiriti o Waitangi Obligations	Ensures the professional integrity of Mahitahi Trust by carrying out all functions in compliance of the Te Tiriti o Waitangi and by demonstrating a serious commitment to keeping the Treaty alive	Demonstrates an understanding of the Principles of Te Tiriti o Waitangi and is able to translate how these relate to the development and application of service specific initiatives for Māori and non-Māori

Tikanga/Cultural Competency

Accountability and Expected Target

1. Understanding of te reo Māori me ona Tikanga Māori
2. Acknowledge and incorporate Mahitahi Trust's eight Pou into all areas of day to day duties and responsibilities
3. Display a willingness to work positively with organisational strategies to improve Health outcomes for Māori
4. Affinity to working with Kaimahi, Rangatahi and Whānau
5. Contribute to an inclusive learning environment that acknowledges uniqueness as part of the whole

Health, Safety and Security

Accountability and Expected Target

- Provide active input to all Health and Safety meetings, processes and practices
- Undertake all work in a safe manner and follow all company and workplace Health and Safety procedures
- Follow procedures in relation to the correct operation of equipment and the use of PPE (Personal Protective Equipment) when required
- Adhere to the Health and Safety policies and procedures of Mahitahi Trust at all times
- Accurately report incidents and accidents within 24 hours of an incident occurring

Quality Assurance

Accountability and Expected Target

- Work with Mahitahi Trust to define and implement strategies to support continuous quality improvement for the organisation, Rangatahi and the team
- Actively participate in and contribute to internal and external quality improvement activities as required.
- Educate / inform according to best practice guidelines and training
- Work closely with Mahitahi Trust to identify opportunities for continuous quality improvement in the delivery of services
- Actively contribute to continuous quality improvement activities ensuring that Rangatahi and Whānau needs are met and exceed their expectations
- Adhere to the Policies and Procedures of the Organisation at all times
- Contribute to the organisations Tikanga Best Practice Guidelines (policies and procedures)

Smoke Free NZ 2025

Accountability and Expected Target

- Actively and positively promote smoke-free initiatives
- Comply with the Smoke Free Environment policy at all times
- Complete and keep up to date any and/all Smoking Cessation training as required

Person Specification

Alcohol and Other Drug Practitioner

Essential Qualifications and Experience

The AOD Practitioner will hold a minimum of a Level 7 Diploma in Applied Addictions Counselling or similar and be fully registered with DAPAANZ.

Essential Skills and Competencies

- Professional conduct aligned to the organisational Pou
- Excellent verbal and written communication skills
- Strong problem-solving ability
- Highly value driven and quality orientated
- Ability to work in high pressure situations, maintaining composure and rational decision making
- High attention to detail from reporting to assessing likely issues
- Ability to work across the lifespan, including alongside youth and whānau whaiora
- Ability to identify and mitigate mental health, addictions and behavioural risks
- Manages time effectively to achieve desired results
- Displays professional positive attitude to maintain appropriate standards
- Strong inter-personal skills - ability to build rapport with Rangatahi and provide encouragement
- Ability to work cohesively and effectively with other team members
- Flexibility – ability to work with a varying Rangatahi and whānau base recognising the unique circumstances of each individual
- Ability to identify needs and provide appropriate support
- Relationship management skills including a demonstrated ability to establish and maintain effective relationships with a wide range of stakeholders
- Experience in working in a values-based culture where values determine culture, practice and function as a part of everyday operation
- Practice within clinical, professional and ethical scope at all times
- Fully conversant with relevant legislation, standards and regulations and their practical application

Miscellaneous

- Demonstrate flexibility and willingness to adapt to change as a result of changes and development within the wider Health sector
- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee

Technical Skills

- Fully conversant with the Microsoft suite of office-based software
- Full, current and clean New Zealand driver's licence

Consultation

Document Name:	AOD Practitioner Position Description V1
Organisational Folder:	Human Resources
Date Created:	30 August 2021
Issue Date:	30 August 2021
Next Review Date:	30 August 2022
Approved By:	Tumu Whakarae (CEO)

Employee Signature: _____ Date: ____/____/____