



<b>Job Title:</b>	<b>Addictions Practitioner</b>
<b>Department:</b>	<b>Operations</b> Role holders may be located in the Drug Treatment Units within Prisons, Youth AoD Prison Programme, or Community Addictions Services
<b>Responsible to:</b>	Team/Clinical Manager
<b>Purpose Statement:</b>	To work as part of an integrated Kaupapa Maori AOD/Mental Health service delivering alcohol and other drug assessment and treatment services that meet the needs of clients/whānau.  Te Taiwhenua o Heretaunga delivers Alcohol and Other Drug Services in a range of settings. Practitioners are assigned to Units/teams and locations based on team members skill and team resourcing needs.
<b>Mission:</b>	<b><i>Mauri ora ki te Mana Māori</i></b> Realising Whānau Potential
<b>Values:</b>	<b>Whānaungatanga:</b> We are customer driven / whānau led and actively foster and form positive relationships, partnerships, alliances and connections <b>Kotahitanga:</b> We are kaupapa driven and work with each other and others to enhance whānau potential <b>Kaitiakitanga:</b> We exhibit custodianship and are stewards of our resources to advance the kaupapa <b>Whakamana:</b> We are outcome focused and recognise, respect and uphold mana.
<b>Relationships:</b>	<b>Internal</b> – Managers from consortium partners, Service and Clinical Managers, TToH Staff <b>External</b> – Alcohol and Drug Professionals, Health and Social Services Agencies, General Practitioners, HHS Mental Health Services, Local Marae, Schools and Training Institutions, Police, Other Criminal Justice Providers, WINZ, MSD
<b>VCA Role:</b>	Not a Children's Worker (unless working in a youth team)
<b>Structure:</b>	Refer to Structure Chart

## KEY GENERAL ACCOUNTABILITIES

### ***Kaupapa Te Taiwhenua o Heretaunga***

- Contribute to the delivery of effective, integrated, whānau-led services as part of a team and individually
- Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa and doing what it takes to advance the kaupapa.
- Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
- Understand and promote all aspects of the TToH Kaupapa
- Adhere to and apply TToH values in all aspects of TToH's work
- Participate in TToH kaupapa activities, including karakia, waiata and marae noho
- Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
- Participate in TToH systems including the Management Operating System (MOS) and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
- Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
- Participate in regular peer supervision and/or professional supervision
- Work in a reflective manner and take opportunities for self-development

### ***Health and Safety***

- Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures
- Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times
- Comply with established health and safety policies and current NZ legislation

### ***Whānau Ora Practice***

- Develop understanding of the communities that TToH works with
- Be responsive to whānau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
- Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
- Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence.
- Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
- Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
- Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

### ***Referrals and Administration***

- Provide the first point of contact for the service by responding promptly to referrals and enquiries via phone, letter, email or in person
- Gather relevant information and prioritise need ensuring that clients receive a prompt and timely service
- Where indicated and as appropriate, seek cultural input and liaison in relation to referrals received
- Complete all documentation and administration relating to clients as required by the service delivered including keeping client records updated in databases
- Complete all reports, assessments and whaiora notes, gather statistics

### ***Individual and Group Addiction Services***

- Provide culturally responsive and respectful Alcohol and drug assessment and treatment to clients (and where appropriate, their whānau) communicating and engaging effectively, and approaching situations in a manner that is meaningful and relevant to whānau
- Develop individual care and treatment plans for whānau based on assessed needs and agreed interventions
- Deliver one on one and group counselling programmes
- Prepare and support participants for and during group-work
- Promote group therapy based activities and shared rehabilitation
- Deliver education workshops and group programmes
- Manage group process effectively facilitating collaborative learning within the group setting ensuring the physical, psychological and emotional safety of participants
- Provide feedback to participants
- Evaluate delivery and participant/whānau feedback

### ***AoD Professional Conduct***

- Ensure all Clinical Policies, Protocols, Standard Operating Procedures, Practice Guidelines and Practice Standards relevant to your work are upheld
- Establish and maintain effective networks and with peers in community services and other related agencies
- Positively promote TToH AoD services to current and future users of the Services
- Reflect on and evaluate your own values, priorities, interests and effectiveness
- Carry out all services in a safe manner maintaining professional boundaries and working with clients in a way that preserves your wellbeing and an effective therapeutic relationship with the client
- Maintain awareness of self, monitoring own wellbeing and responses, and receiving feedback from peers, manager and supervisor in a reflective manner
- Maintain personal conduct consistent with being an AoD professional and consistent with the assigned work context. When working from third party premises, respect their rules and expectations including dress and personal conduct relating to safety.
- Declare and manage potential or actual conflicts of interest relating to client allocations
- Meet the requirements under the Health Practitioners Competence Assurance Act 2003
- Meet the requirements of your registered body e.g. DAPAANZ, NZAC, SWRB

- Respect the rights of whānau and their families and whānau under the Code of Health and Disability Services Consumers' Rights

### ***Professional Development***

- Complete all orientation and mandatory training requirements as directed
- Attend Supervision on a regular basis as per supervision contract
- Use supervision sessions appropriately to maximise value
- Participate in approved research and evaluation activities and projects as negotiated via the manager
- Participate in education and/or training courses to ensure up to date knowledge in the fields of mental health, drug and alcohol disorders and treatments, and cultural competencies, as appropriate to the role
- Take responsibility for own professional development and incorporate new knowledge into your practice

### ***Team***

- Be a resource to the team. Work collaboratively, taking responsibility to maintain positive relationships with peers and team members; contribute and share knowledge, skills, abilities to achieve organisation and whānau goals
- Initiate and nurture effective working relationships with team members, experts and networks
- Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
- Carry out assigned duties as directed by manager, remaining flexible and able to carry out different tasks or work in different teams as required
- Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whānau or colleagues
- Provide support and training to others as part of in-service training in areas of expertise

### ***Other Duties***

- Carry out additional duties from time to time as requested by management
- The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment
- You may also be assigned to different work areas and teams to broaden your experience and enable priority work to be covered

## ***AOD Delivery Areas/Units Specific Accountabilities***

### **Drug Treatment Units – Rimutaka and Hawke's Bay Regional Prisons**

*Provide high quality Drug Treatment Programmes for prisoners that are tailored, responsive and appropriate in line with participants' long term treatment goals, and are focussed on rehabilitation and a reduction in reconviction and re-imprisonment.*

*Develop and deliver alcohol and drug counselling programmes through:*

#### ***Assessment***

- Undertake validated assessments for participants/whānau/tangata whaiora on entry into the programme including physical and mental health, harm to self and others and care and protection
- Deliver assessment outcomes to participants/whānau on a one-to-one basis from a Motivational Enhancement Therapy perspective to promote engagement with the service
- Develop individualised treatment plans following assessment feedback to whanau
- Utilise Te Ara Tiatia menu of options for assessment and wellness plans

#### ***Individual Programme Design***

- Tailor programmes to fit the prosocial needs of programme participants
- Ensure options are chosen from the menu of treatment options in order to meet the specific needs of participants
- Ensure programme content is tailored to gender, culturally appropriate and addresses the links between alcohol and drugs and offending
- Negotiate and agree objectives with the participant, to meet identified needs based on the assessment and formulate these into a treatment/care plan
- Ensure consideration is given to participants receiving opioid substitution therapy during programme design
- Participate in weekly meetings with custodial personnel, along with ad hoc meetings when urgent issues arise and joint decision making is required

#### ***Clinical Programme Delivery***

- Deliver the Te Aratiatia programme
- Use appropriate assessment, treatment services and intervention planning for clients in collaboration with family/whānau
- Maintain a caseload of whānau (as agreed with the Clinical and/or Service Manager)
- Plan, carry out risk assessments and management programme to achieve positive client outcomes
- Develop a wellness/treatment plan with the whānau targeting treatment goals, agreed interventions and review dates
- Implement Harm Reduction model of treatment

- Provide ongoing case support and co-working for clients in consultation with and conjunction with other services
- Regularly discuss and review client progress and management with the clinical team
- Action appropriate recommendations and/or referrals to ensure the best outcome for the client
- Educate and inform clients, supporting them to develop their own resource systems to meet their needs
- Encourage the participation of family/whānau with client's treatment (with client's consent)
- Provide individual counselling and group facilitation or co-facilitation as appropriate
- Document client care and provide care in accordance with service protocols and clinical pathways
- Collect and record statistical information as per organisational and unit requirements
- Ensure all clinical file audit requirements are met
- Provide duty clinical cover as required

### ***Drug Use and Medications During Programme***

- Monitor client drug use during programme on a regular basis
- Ensure contingency management procedures be put in place to improve treatment compliance and outcomes (as outlined within the participant handbook)
- Include manual-based treatment components in programmes to capitalise on identified drug use. Deliver one-to-one treatment provision when this instance occurs.
- Ensure participants adhere to policies and procedures regarding identified drug use as ongoing drug use leads to exit of the programme
- Ensure consideration is given to clients receiving opioid substitution therapy during programme design

### ***Administration (applies to DTU staff who are Level 1 Practitioners)***

- Input day-to-day data into Recordbase and other computer systems
- Support the DTU teams with delivering all administrative functions that are required
- Develop and maintain systems to ensure confidentiality of correspondence, reports and other documentation
- Proof-read reports and documentation as required and ensure documents are formatted appropriately
- Ensure information of clients discharged from the programme is administered appropriately
- Develop templates and forms when required

## After Care Services

*Provide effective aftercare services and post-treatment support to clients, both within the community and the prison environment, that is appropriate to individual needs.*

- Provide one-on-one AOD support and counselling where appropriate to clients with medium or high AOD needs who are nearing completion of the prison's DTU Programme
- Assess whether clients have the tools and social support to consistently, successfully manage their AOD needs prior to programme exit
- Consult with client's whānau (where appropriate), DTU Programme clinical staff, Case Manager, and Health Staff (if required) to contribute to their Relapse Prevention Plan
- Effectively manage transition points and work with whānau to share AOD and therapeutic information between services as the participant completes treatment (in prison), maintains changes in AOD use (in prison and in the community) and is supported to build an offence-free life
- Continue to liaise with key department staff and/or other providers as appropriate to ensure clients are supported
- Arrange and (co-)facilitate group maintenance sessions both in prison and within the community, suitable to client needs
- Refer clients to Community Services e.g. TToH in their Release Plans

## Tāmaua Te Koronga - Programme Facilitators – Prison Youth Services

*Deliver a youth responsive Kaupapa Maori AoD counselling programme as per the programme schedule*

- Carry out assessments of potential participants, recommend suitability for programme
- Carry out treatment planning
- Facilitate Te Aratiatia youth programme
- Prepare for programme sessions, including design and development where required
- Plan and run sessions
- Organise external facilitators who contribute to programme delivery
- Complete programme reports including progress reporting and completion reporting
- Plan and organise graduations
- Follow up with case notes including inputting into database
- Carry out one to one counselling sessions
- Follow up with case managers
- Build custodial and non-custodial relationships within the prison environment
- Attend multidisciplinary team meetings
- Monitor participants including their health and mental health treatment needs and refer to mental health clinicians and forensic nurses as appropriate
- Be familiar with and work to the programme service specifications

- Report incidences as per TToH and Corrections policies
- Record statistical information as required

## Community Addictions Services

*Provide effective delivery of competent assessment, counselling, treatment, consultation / liaison and programme delivery within a kaupapa Maori framework including:*

- Screening and early or brief intervention
- Comprehensive personal and therapeutic assessments
- Comprehensive Alcohol & Drug Assessment
- Drug and alcohol counselling and treatment (individual and groups)
- Ensure all referrals are processed through the Clinical Allocation process
- Whānau/family support
- Cultural interventions
- Facilitating access to speciality mental health / addiction services for personal, clinical and cultural assessment and treatment
- Following up with clients and their whānau to update individual plans and to ensure satisfaction with services
- Organising Wananga within TToH coverage area at homes, schools, Marae, Kohanga Reo and other suitable venue to provide education about alcohol and drug abuse
- Organising speakers, specialists, educators and resources for contributing to wananga
- Promoting and organising attendance at Wananga
- Develop relationships with other Community Services and Government Organisations as referral options for whanau e.g. WINZ, TToH other services, Gambling Service
- Developing specific resources for whānau with information and education, which may include providing resources in Te Reo
- Evaluating effectiveness of Wananga by seeking feedback from attendees
- Enabling access to Kaumatua, cultural environment, rongoa Maori, tohunga, Te Reo, Tikanga Maori
- Preparing Drug and Alcohol Assessments for the New Zealand Transport Agency (NZTA)

## **LEVELS OF ROLES**

### **SPECIALIST – LEVEL 4**

Practitioners at this level will be a Dapaanz registered Accredited Clinical Advisor, which includes the following criteria:

- Completed Supervision Training
- Have held full registration status (with relevant body) for two years

### **REGISTERED PRACTITIONER – LEVEL 3**

Practitioners at this level will meet the following criteria:

- Level 7 AoD Qualification
- Registered Practitioner with a recognised relevant professional body
- Level 7 qualification in counselling or relevant equivalent
- Significant experience and expertise in drug and alcohol counselling
- Experience in providing clinical oversight to other staff
- Significant experience in delivering Te Ao Maori counselling
- Provides cultural support and oversight to other staff
- Four or more years relevant experience

At least 12 months provisional registration (minimum 1,000 hours of clinical work of which at least 500 hours must be direct client work), under the supervision of a Dapaanz accredited clinical supervisor who will attest to your clinical skills

- Completion of an approved addictions qualification

### **PROVISIONAL PRACTITIONER - LEVEL 2**

Practitioners at this level will have provisional registration with a recognized relevant professional body, which meets the following criteria:

- An applied\* bachelor degree (or higher) in addiction studies, or related applied health or social science degree (e.g. nursing, psychology, social work, medicine, counselling)

*\*Applied means it includes a practicum with a minimum of 120 hours of clinical practice*

- Te Taketake Diploma in Applied Addictions Counselling
- At least six-months post-qualification experience as an addiction practitioner (minimum 100 hours of clinical work of which at least 75 hours must be direct client work), under the supervision of a Dapaanz accredited clinical supervisor who will attest to your clinical skills.

- Qualification in counselling or relevant equivalent
- Registered with a recognized relevant professional body
- Two years' experience in drug and alcohol counselling
- Applies knowledge and experience of Te Ao Maori, Te Reo and Tikanga to counselling

## ***ENTRY LEVEL – LEVEL 1***

Practitioners at this level will meet the following criteria:

- May be newly qualified in counselling or relevant equivalent or unqualified
- In the registration process with a recognized relevant registration body
- Limited experience in drug and alcohol counselling

## **PERSON SPECIFICATIONS**

### **QUALIFICATIONS**

#### ***Essential***

- Relevant qualification in addiction counselling, psychology, counselling, psychotherapy, social work or relevant AoD experience
- Have or be working towards Drug and Alcohol Practitioners' Association Aotearoa-New Zealand (DAPAANZ), New Zealand Association of Counsellors (NZAC), or equivalent relevant registration e.g. NZSWRB
- Current and valid Full Driver's License

### **SKILLS AND EXPERIENCE**

#### ***Essential***

- Significant experience and/or training in the alcohol and drug field
- Excellent verbal and written communication skills
- Understanding of Te Reo Maori and Tikanga Maori
- Understanding of professional boundaries, transference and counter transference
- Self-reflection
- Good team skills
- Relevant knowledge of and experience working with addicts and their families/whānau
- Ability to work both independently and as a member of a multidisciplinary team
- Confidential, transparent and able to maintain professional integrity
- Willingness to support and participate in the organisation's commitment to biculturalism, multiculturalism and rangatiratanga
- Willingness to learn and use Te Reo in the workplace
- A high degree of maturity, stability and self-confidence
- Able to relate to a wide range of people, motivate them and build their skills
- Good physical, spiritual and emotional health
- Excellent skills with Microsoft Office packages

#### ***Desirable***

- Able to converse using Te Reo Maori
- Willingness and a commitment to understanding the implications for Maori health that are implicit in the Treaty of Waitangi
- Knowledge of the human mind, body and behaviour
- The ability to negotiate with people and motivate them
- Understanding of different cultures
- Understanding of Maori conceptual frameworks and clinical standards and their application
- Culturally and clinically competent

- A commitment to quality and excellence
- Experience working effectively with the community
- Understanding of issues facing Maori and Pacific Peoples in NZ
- Able to develop relationships and communicate effectively with a wide range of stakeholders
- Extensive experience working with people in the criminal justice system
- Must be able to work independently and maintain professional integrity
- Established relationships with relevant service networks

### ***PERSONAL ATTRIBUTES***

#### ***Essential***

- Excellent people skills
- Honest
- Able to prioritise workload effectively
- Self-motivated
- Professional, analytical and observant
- Understand and apply professional boundaries
- Able to work under pressure
- Streetwise
- Committed
- Flexible
- Empathetic
- Positive and encouraging
- Strong work ethic
- Able to carry out the physical aspects of the role
- Can do attitude
- Team player