

POSITION DESCRIPTION: YOUTH AOD COUNSELLOR

POSITION PURPOSE

Nelson Bays Primary Health promotes and supports quality community health services, with an emphasis on keeping people healthy. “Be Well for all people” - Piki te ora o nga tangata katoa.

Nelson Bays Primary Health (NBPH) leads and coordinates a range of primary health care services through its contracted General Practices and primary health providers e.g. Māori Providers and NGOs, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with the Nelson Marlborough District Health Board (NMDHB) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

The Youth AOD (Alcohol and Other Drugs) Counsellor role is a 0.5 FTE fixed term (pilot) position for one year. This role is based in primary care. The role will assist with implementing a care plan for young people who access the Targeted Youth Health Service (TYHS). The TYHS provides a clinical service and assessment programme across Nelson and Tasman to young people who access Alternative Education and Youth Transition Services. Knowledge of and experience using the HEeADSSS assessment tool would be advantageous.

We are aiming, with this role, to assist young people to improve access to the health services they need, in particular to a service which can address addictions and co-existing disorders for young people. The Youth AOD Counsellor will be required to work closely with other health providers to better meet the needs of young people and to deliver a clinical service which can address addictions and co-existing disorders. Relevant tertiary qualifications, experience in the health sector, as well as being passionate about the health and wellbeing of our young people are requirements of the position.

POSITION OBJECTIVES

The Youth AOD Counsellor will work as part of the team for the Targeted Youth Health Service (TYHS). This is a primary healthcare service designed to:

- improve access to primary health care of young people with high needs, specifically students in Alternative Education (AE) and in Youth Transition Services (YTS)
- ensure that appropriate and timely referrals are made in order to improve youth health and reduce inequalities
- promote overall improvement in the provision of services to young people in this district through developing workforce and best practice approaches.

The development of the Youth AOD Counsellor role will help young people to receive support for addictions and co-existing disorders and will link students to specialist Addiction services as appropriate. . The service will aim to improve youth health by improving access, assessments and referrals by giving students in low socio-demographic circumstances the opportunity to access a service which can address addictions and co-existing disorders.

The focus of the service is to improve outcomes for young people and to reduce inequalities, supporting early detection and treatment of problems related to substance use to facilitate learning, school performance and positive youth development.

RELATIONSHIPS

- **Reports to:** Programme Development Manager, Jane Kinsey
- **Supervision:** Nil
- **Internal Relationships:** Nelson Bays Primary Health staff
- **External Relationships:** Clinical Governance Groups
Targeted Youth Health Team
General Practice Teams
Māori Health Providers
Nelson Marlborough District Health Board staff
NMDHB AOD, Mental Health and Paediatric Departments
Patients/Relatives/Whānau
Community Agencies
Other organisations and businesses as appropriate
Alternative Education services
Youth Transition Services
Strengthening Families Coordinator

LOCATION

This is a 0.5 FTE position, located at the office of Nelson Bays Primary Health and will involve running clinics in a community-based setting.

HEALTH AND SAFETY

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its staff. All employees are expected to identify, report, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your direct line supervisor.

TE TIRITI O WAITANGI

Nelson Bays Primary Health is committed to its obligations under The Treaty of Waitangi. As an employee you are required to understand and implement The Treaty of Waitangi within your work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

Youth AOD Counsellor Pilot Service Outline

- This pilot service will run for a one year period.
- It is expected that this service will focus on children and young people with alcohol and other drug disorders with co-existing anxiety disorders; depression; phobias and behavioural disorders.

| KEY TASKS/ ACCOUNTABILITIES | PERFORMANCE INDICATORS |
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| DUTIES | <p>Clinical Service is to provide:</p> <ul style="list-style-type: none"> • Screening and brief assessment and audit tools such as the Strengths and Difficulties questionnaire (SDQ) or the Substance Use and Choices Scale (SACS). • Alcohol and Other drug treatment, therapy, support and care co-ordination. This could be a mixture of individual and group work and could include (but not limited to): |

- Individual care planning
- Harm minimisation
- Strengths-based approaches
- Family therapy
- Motivational interviewing
- Internet-based therapy such as CBT
- Cognitive Behavioural Therapy
- Relapse prevention
- Consequential thinking and Problem Solving
- Self esteem issues
- Stress and Anxiety Management techniques
- Post treatment phone support contacts on a monthly basis (or the development of a peer support group).
- Expected caseloads are no more than 10 to 15 young people in the treatment phase at any one time.
- Expected duration of treatment is for six months of involvement with four to eight interventions. These interventions may be in the form of one-on-one counselling sessions; group sessions; or phone consults.
- Liaison and consultation with other providers of health services.
- Family and natural supports are to be inclusive of interventions offered.

Other requirements of the role include:

- Providing a geographically accessible service for Nelson Bays catchment area.
- Flexibility in service hours to meet individual need.
- Accessing appropriate clinical supervision
- Linking the development of the service with strategic and annual plans
- Participation in the evaluation framework and implementation
- Familiarity with and active involvement in service planning/development initiatives
- Providing monthly reports to NBPH Management
- Providing quarterly reports to NBPH Management on programme development and activities
- Contributing to the annual planning of NBPH
- Timely and complete maintenance of service and administrative records/documentation in supporting NBPH activities. Maintaining electronic records and provide reports back to the general practice or Māori Health Provider on patients' activity/discharge

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| <p>COMMUNICATION</p> | <ul style="list-style-type: none"> • Excellent communication skills • Maintenance of effective interpersonal relationships with all staff members, Board members, community representatives and members • The ability to speak and write clearly; conveying essential information without unnecessary complexity • Effective contact and liaison with communities |
| <p>QUALITY IMPROVEMENT/AUDIT ACTIVITY</p> | <ul style="list-style-type: none"> • Assess for any potential or actual risk/safety issues. Contact the appropriate agency if any significant risks are identified • Take opportunities to obtain new skills and competencies which will enhance delivery of service • Demonstrate willingness and involvement in quality improvement activities to achieve service and organizational objectives in an innovative manner • Take personal responsibility for making things happen • Maintain professional registration and competencies where applicable |
| <p>NGĀ TIKANGA MĀORI</p> | <ul style="list-style-type: none"> • Utilise Te Reo whenever possible. • Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga. • Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies • Integrate Māori practice models alongside clinical practice where possible • Undertake cultural and supervision • Tino Rangatiratanga is encouraged in all professional relationships. • Ongoing upskilling and training in Te Ao Māori |
| <p>HEALTH AND SAFETY/RISK MANAGEMENT</p> | <ul style="list-style-type: none"> • Familiarity with and active involvement in the identification and management of Health and Safety issues/environments |
| <p>ADVOCACY SKILLS</p> | <ul style="list-style-type: none"> • Work positively, sensitively, constructively and culturally appropriately with all staff members and community representatives to secure positive ongoing primary health outcomes and relationships • Maintain strict confidentiality |
| <p>PERSONAL ATTRIBUTES</p> | <ul style="list-style-type: none"> • Strong co-ordination and administration skills • Good organisational skills with the ability to follow a task through to completion and the ability to prioritise competing demands. • Ability to establish and maintain relationships with staff internal to the organisation and to staff from external agencies • Ability to work across and be respectful of diverse cultures and communities to achieve health gains for all • Ability to work effectively and independently, as well as be part of a multidisciplinary team |

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| | <ul style="list-style-type: none"> • Adaptable and flexible in the work environment, with an ability to think laterally • Sound problem solving skills • Positive attitude with a realistic outlook • Energetic and motivated, demonstrating flair and initiative • Open to change and willing to adopt and initiate change within the overall development of services to better meet the needs of those we serve • Respect for others – promotion of mutual trust • Able to act with initiative, tact, integrity and maturity |
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QUALIFICATIONS

The Youth AOD Counsellor will hold:

- a current tertiary qualification in an appropriate health field;
- current membership of a health professional body/organisation;
- A DAPAANZ (Drug and Alcohol Practitioners' Association, Aotearoa-New Zealand) practitioner competency at Level 5, 6 or 7.
- current practising certificate;
- a minimum of two years experience working in the youth health field;
- experience within primary healthcare settings would be an advantage;
- a full and current driver's license.

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| COMPETENCY PROFILE |
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- Demonstrate evidence of expert knowledge and experience in youth health and addictions and co-existing disorders
- Demonstrate an understanding of risk management, identifying emerging risks and ensuring risk mitigation action plans are developed and followed
- Demonstrate evidence of commitment to service developments, evaluation and monitoring
- Demonstrate evidence of openness to innovative initiatives
- Demonstrate evidence of continual professional development, including evidence of developing professional competence and responsibility and maintenance of professional standards.
- Demonstrate knowledge of planning and organising workload to meet service needs effectively.
- Demonstrate evidence of effective team-working.
- Demonstrate evidence of effective interpersonal skills including negotiation skills, conflict management, team effectiveness, and problem solving and change management.
- Demonstrate knowledge of information and communication technology, including Microsoft Office.
- Demonstrate evidence of effective working relationships with other staff
- Demonstrate clear purpose and understanding of issues
- Manage time effectively by adopting a disciplined approach to establishing and following priorities of work

| Signed by NBPH Employee: | Signed for an on behalf of the employer: |
|---------------------------------|---|
| Name: _____ | Name: _____ |
| Signature: _____ | Signature: _____ |
| Date: _____ | Date: _____ |