

Position description

Position Title	Nurse Practitioner
Directorate	Operations
Program	Drug Withdrawal House
Award/Agreement	Nurses Award 2020
Classification	Nurse Practitioner (above award)
Mode of employment	Fixed-Term
FTE	1.0
Reports to	Operations Managers DWH
Direct reports	None
Date of Review	1/03/2024

About Windana

Windana provides holistic, evidence-based services for people experiencing challenges with alcohol and other drugs, family violence, mental health concerns and social disadvantage.

On Monday 20 November, TaskForce Community Agency became part of Windana. Our combined service offering across Victoria includes:

- A suite of alcohol and other drug services, including residential and non-residential withdrawal services, residential rehabilitation, and community-based programs.
- Youth and family services, including family violence programs.
- Education, engagement, and employment support.

We work across sectors to improve and refine treatment services, increase community understanding and reduce stigma, advocate for positive change, and offer non-judgemental care and services across every client's journey.

Our Mission

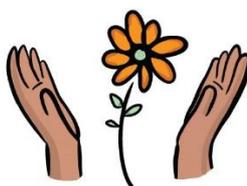
Helping people to rebuild their lives.

Windana's Values

We are one connected community.



We are driven by hope.



We collaborate through open and honest relationships.



We pursue learning and growth.



We are curious and courageous to drive change.



We are committed to caring without judgement.



Program Information

The Nurse Practitioner Role will be based in St Kilda providing service delivery within the scope of a Nurse Practitioner for clients accessing Windana services.

The NP will offer a range of treatment options to support individuals whose lives are impacted by alcohol or other drugs, including pharmacological support for withdrawal, referrals to health professionals, secondary consults to Windana Managers and Nurses.

Staff in all programs conduct their work from a trauma informed framework ensuring the client's experience of the service is in keeping with the five core principles of trauma informed practice - safety, trustworthiness, choice, collaboration, and empowerment.

Position Objective

The Nurse Practitioner utilizes their advanced clinical practice to provide safe, high-quality assessment and treatment to those seeking to reduce or cease problematic drug and alcohol use.

The Nurse practitioner role spans across both the youth residential withdrawal setting and the non-residential withdrawal program. Services are provided to clients that are identified as being low risk in terms of medical and psychiatric comorbidity, and for those in the community, that have an identified support person and stable accommodation. The nurse practitioner has a role in assessing, diagnosis and prescribing, working in collaboration with the client's community General Practitioner.

The Nurse Practitioner will be based in St Kilda. In consultation with the DWH Operations Manager they will broaden the scope of their service delivery during this trial phase to include face to face and telehealth support to other Windana sites.

Position Responsibilities

- Provide advanced practice health assessments to clients seeking withdrawal from substance dependence in Windana Residential Withdrawal Programs.
- Create collaborative, clinically sound treatment plans, based on clinical judgement, scientific evidence, and client treatment goals
- Initiate and interpret diagnostic investigations such as pathology and diagnostic imaging where indicated
- Prescribe appropriate Schedule 2, 3, 4 or 8 medications within the lawful practice of a nurse practitioner scope of practice
- Evaluate responses to treatment and initiate changes to treatment plans and medications accordingly
- Liaise collaboratively with internal and external service providers to ensure clients receive safe and individually tailored treatment and recovery plans, involving nominated significant others where relevant
- Coordinate discharge plans and referrals to other service providers, ensuring discharge summaries are completed and provided to the client's regular GP
- Conduct risk assessments and develop safety plans for clients identified at risk to themselves and/or others ensuring high risk situations are escalated appropriately and managed safely
- Ensure family violence and/or child safety concerns are identified, documented, and reported in keeping with the Windana procedures, the MARAM framework, and the responsibilities of a prescribed Information Sharing Entity (ISE)
- Contribute to the professional development program offered within Windana, providing education and training sessions to staff and clients on contemporary treatment approaches as required

- Participate in the orientation and mentoring of new staff and students on placement
- Participate in clinical supervision of practice
- Participate in professional development opportunities as identified
- Other duties as directed

Key Working Relationships

Internal:	External:
Clients	General Practitioners, Pharmacy, Hospital, and mental health service providers
Staff	Other AOD services providers

Selection Criteria

Mandatory Skills & Competencies

- Completed Master of Nurse Practitioner qualification or equivalent NMBA approved qualification which includes an approved Therapeutic Medication Module
- Current APHRA Registration and Endorsement
- Eligibility for MBS provider number
- Eligibility for PBS prescriber number
- Sound knowledge of the clinical manifestations of drug and alcohol withdrawal and clinical assessment tools used to measure progress in withdrawal

Desirable Skills & Competencies

- Completed relevant training to prescribe opioid substitution pharmacotherapy
- Previous experience working with clients with problematic alcohol, drug, or mental health issues
- Experience in the use of client record management systems

Additional Requirements

All employees in this position must:

- Obtain a valid Working with Children Check for this position and undergo a national police check
- Report to your people leader/line manager any criminal charges or convictions received during your employment.
- Be aware of and follow the Windana Code of Conduct and Practice.
- Follow all relevant Windana policies, procedures, and guidelines.
- Protect confidential information from unauthorised disclosure and not use, show or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana.
- Fulfill your responsibilities and obligations in respect of child safety and wellbeing, in compliance with the *Child Wellbeing and Safety Act 2005*. Windana has a zero tolerance for child abuse. All allegations and concerns relating to child safety are treated very seriously. As a Windana employee you will follow child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Fulfill your responsibilities and obligations in respect of family violence and information sharing, in compliance with the *Family Violence Protection Act 2008*. As a Windana employee you will follow MARAM principles for appropriate risk assessment and management of family violence for our clients and residents, and children in their care, and for Child and Family Information Sharing practices.
- Advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for, under the Accident Compensation Act. Failure to do so

seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

- Hold a driver's licence that is applicable in Victoria and evidence of a safe driving record.
- Have valid working rights to work in Australia.

General Information

- Salary Packaging is available to all employees.
- Windana is an equal opportunity employer and is committed to a work environment which is free of harassment and discrimination. We are working towards a culture of greater diversity and inclusion in the workplace.
- This position description describes the general nature and level of work that is to be performed by the person appointed to the role. It is not an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to change position descriptions as required in consultation with employees.
- Redeployment or travel to other services or sites within Windana may be needed from time to time.

I confirm I have read the position description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: