

# Position Description

## Registered Nurse / Nāhi ā Rēhita

**Reports to** Clinical Manager

**Service/Team** Family Centre

### About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We provide effective, evidence-based services that support wellbeing. We do this in partnership with tāngata tāngata whai ora /rangatahi (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest and feel hopeful about their future. Our services encourage stronger connections with friends and whānau and enable meaningful participation in the community.

Our pillars – trust, honesty, responsibility, concern and love – are the foundation of our work, guiding how we work together and with others.

### Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia,  
Tuia te muka tangata ki te pou tokomanawa  
Ka tū mana motuhake; Ka nohohere kore I ngā waranga me ngā wero mui o te ao

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

### Tō Tātou Aronga | Our Purpose

E hangaia e mātou he whare tumanako me ngā wāhi haumarua ka āhei I a tangata te eke ki angitu kia whaiwhakaaro ai, kia puawai, katahi ano hoki, ka herea ai te muka tangata ki a ia anō, ko te mea kē ka puta te ira tangata ki te wheiao ki te ao mārama

**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, or directing and advising other employees, to provide timely, safe and effective medical or health interventions (within their scope of practice) to Odyssey tāngata whai ora people seeking recovery).
- 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

Area of Responsibility	Performance Measures
<p><b>Nursing Services</b></p> <ul style="list-style-type: none"> <li>• Complete initial assessments of new tāngata whai ora 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 tāngata whai ora and completion of core documentation regarding risk assessments as required.</li> </ul> </li> <li>• Establish and maintain positive working relationships with tāngata whai ora.</li> <li>• Support tāngata whai ora by providing nursing care in a timely, caring and co-ordinated manner, and through ongoing monitoring of their medical condition as required,</li> <li>• Document nursing management plans and strategies for the care and support of tāngata whai ora, ensuring they are current and include strengths, and family/whānau input as appropriate.</li> <li>• Ensure documentation on medical care provided to tāngata whai ora is accurate, timely, concise and meets all privacy and confidentiality requirements.</li> <li>• Respond to medical emergencies as required, such as accidents on site, liaising with doctors, dentist, optometrists, psychiatrist and any other relevant medical or mental health providers and coordinating appointments (attending where possible/ appropriate) as required.</li> <li>• Provide advice and support on the implementation of infection prevention and control measures on site, including advice on any serious medical incidents or outbreaks as necessary,</li> <li>• Work with management to ensure the effective implementation of identified quality improvement plans or activities.</li> <li>• Communicate with the Clinical Manager in a timely manner all relevant information regarding the medical needs and situations of tāngata whai ora.</li> <li>• Participate in daily handovers, which includes documenting relevant information to staff on shift regarding client medical needs.</li> <li>• Write tāngata whai ora case notes and input into the Odyssey client database as required (HCC).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures comprehensive assessment and treatment planning that leads to appropriate interventions, management of risk and positive tāngata whai ora outcomes.</li> <li>• Tāngata whai ora and family/whānau and multi-disciplinary team members (including external health providers) express satisfaction with their involvement, communication, education and the implementation of policies and procedures that relate to the management of health and medication issues.</li> <li>• Attends and provides appropriate input at tāngata whai ora clinical meetings. Demonstrates appropriate knowledge of and adheres to clinical protocols and practice guidelines pertaining to the area of clinical practice/service delivery.</li> <li>• Is familiar with and adheres to all relevant medication or nursing care policies and procedures and relevant statutory requirements or standards.</li> <li>• Practises in a manner consistent with established ethical and clinical practice standards as provided by the Nursing Council of New Zealand and other relevant professional bodies.</li> <li>• Written documentation and notes comply with organisational policies and procedures and privacy act/confidentiality requirements.</li> <li>• Clinical Manager and team members are kept appropriately informed about a tāngata whai ora 's treatment and medical issues.</li> <li>• HCC information is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements; HCC case reviews are kept up to date.</li> </ul>

Area of Responsibility	Performance Measures
<p><b>Medication Management</b></p> <ul style="list-style-type: none"> <li>• Assess and administer medication to tāngata whai ora in line with documented nursing or medication plans.</li> <li>• In liaison with the Clinical Manager, ensure the effective management and maintenance of supplies of medication on site as per relevant organisational policies and procedures and/or standards. This includes: <ul style="list-style-type: none"> <li>○ Checking supplied medication orders are correct, signed off and are securely stored.</li> <li>○ Ensuring the medical clinic area is well organised and user friendly so other staff can administer medication after hours.</li> <li>○ Ensuring files and records are up to date in line with organisation policies.</li> </ul> </li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Provide timely medication management training to other employees and assess their medication management competency.</li> <li>• Review, update and communicate medication management competencies to other employees and the Clinical Manager as required.</li> <li>• Provide medication management and/or infection prevention and control training and/or advice to tāngata whai ora and employees in response to situations as required.</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 tāngata whai ora, 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>	<ul style="list-style-type: none"> <li>• Employees are well trained and demonstrate competence in medication management as per organisational policies, procedures or guidelines.</li> <li>• No reports of medication errors by the Registered nurse.</li> <li>• Employee medication management competencies are kept up to date and are communicated to staff in a timely manner as required.</li> </ul> <ul style="list-style-type: none"> <li>• Employees are well trained and demonstrate competence in medication management as per organisational policies, procedures or guidelines.</li> <li>• Low/no reports of medication errors by other employees.</li> <li>• Employee medication management competencies are kept up to date and are communicated to staff in a timely manner as required.</li> </ul> <ul style="list-style-type: none"> <li>• Risks (including Health and Safety, compliance and maintenance) are identified and reported.</li> <li>• Plans are put in place to resolve and/or mitigate potential problems as required.</li> <li>• Issues are escalated to relevant manager as required.</li> <li>• Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant.</li> <li>• Follows correct protocols when using safety equipment.</li> <li>• Workplace hazards are identified and plans are put in place to reduce /eliminate these or the matter is escalated to the relevant authority.</li> </ul>

Area of Responsibility	Performance Measures
<p><b>Treaty of Waitangi</b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Be proactive in own professional development.</li> <li>• Attend relevant organisational training as required.</li> </ul> <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>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role</p> <ul style="list-style-type: none"> <li>• Has an individual development plan which is implemented.</li> <li>• Attends organisational training required for role.</li> <li>• Regular attendance at team meetings and makes useful contributions.</li> <li>• Work is undertaken and completed. Commitment and flexibility is demonstrated.</li> </ul>

## Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Manager –Family Centre/ team members</li> <li>• Clinical Managers – Adult Services/ team</li> <li>• Operations Manager – Adult Services</li> <li>• Other Registered Nurses</li> <li>• Service Improvement &amp; Development Lead/ team</li> <li>• Quality Manager</li> <li>• Consumer Advisor</li> <li>• Kaiārahi Māori</li> <li>• Other Odyssey employees</li> </ul>	<ul style="list-style-type: none"> <li>• Tāngata whai ora and their whānau</li> <li>• Medical and Dental agencies</li> <li>• Mental Health agencies</li> <li>• Other medical/health provider staff</li> <li>• Specialist Health Addiction Advisory Support staff</li> <li>• Emergency or Crisis Liaison Support staff</li> </ul>

## Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> <li>• At least 2 years’ experience working as a Registered Nurse, including experience working in the Addictions or Mental Health sectors (preferred)</li> <li>• Nursing registration and a current APC</li> <li>• Understanding of the importance of equal opportunity to health care access and outcomes</li> <li>• Knowledge and experience of promoting good health and hygiene practices</li> <li>• An interest in Māori tikanga and Pacific customs and culture</li> <li>• Understanding of the Treaty of Waitangi and how it applies to own professional practice</li> <li>• Demonstrated cultural sensitivity and rainbow diversity awareness</li> <li>• High regard for confidentiality and security, including client information</li> <li>• Experience and expertise in using Microsoft suite applications</li> <li>• Understanding of and interest in Odyssey’s work</li> <li>• Full Current New Zealand Drivers Licence</li> </ul>
Skills and Abilities
<ul style="list-style-type: none"> <li>• Strong interpersonal and written/verbal communication skills</li> <li>• Well-developed assessment, diagnostic and treatment planning 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 good standard</li> <li>• Ability to work with limited supervision and as part of a multi-disciplinary team</li> <li>• Demonstrated cultural sensitivity and rainbow diversity awareness</li> <li>• Willingness to consider other viewpoints and adjust decisions as appropriate</li> <li>• Self-motivated and ability to take initiative</li> <li>• Ability to adapt to changing circumstances</li> <li>• Ability to show discretion and tact</li> <li>• High regard for confidentiality and security, including client information</li> <li>• Ability to deal with conflict and challenging situations</li> <li>• Fluency in English</li> <li>• IT/word-processing skills</li> <li>• Ability to acknowledge own limitations and be proactive with own self-development</li> </ul>

## Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

<b>Whakawhirinaki   Trust</b>	Reliable and shows great integrity
<b>Pono   Honesty</b>	Transparency and openness underpins all actions
<b>Haepapa   Responsibility</b>	Achieves and surpasses goals
<b>Matapōpore   Concern</b>	Empathic and interested in the wellbeing of others

**Aroha | Love**

Genuinely collaborative, supportive and able to work as part of a close-knit team, including with tāngata tāngata whai ora /rangatahi and whānau

### ‘Let’s Get Real’ Skills

The table below outlines the ‘Let’s Get Real’ framework skill level and competencies that are relevant to this role. Odyssey is committed to supporting employees to meet these competencies with the expectation that employees will be proactive in developing and demonstrating these skills.

Skill	Description	Competency Level (essential)
<b>Working with people experiencing mental health and addictions</b>	Is supportive of employees and clients/tāngata whai ora /rangatahi 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 tāngata whai ora and whanau. Recognises people accessing services may be fearful or apprehensive and works to establish a safe and trusting connection and a comfortable physical environment.</li> </ul>
<b>Working with Māori</b>	Contributes to oranga and whānau ora for Maori employees and Māori clients/ tāngata whai ora /rangatahi 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> <li>• Asks tāngata 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 whanau.</li> <li>• Supports Māori tāngata 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 whanau.</li> <li>• Sensitive asks about support needs related to being a parent as appropriate to role.</li> </ul>

Skill	Description	Competency Level (essential)
<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 tāngata 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/tāngata whai ora /rangatahi 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> <li>• Maintains and stores records in accordance with legal and professional standards</li> </ul>
<b>Maintaining professional &amp; personal development</b>	Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service	<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>