

POSITION DESCRIPTION

Position:	Clinical Manager – Drug Treatment Programme
Reporting to:	Te Oranganui Medical Centre Manager
Hours of work:	40 hours per week
Direct Reports:	Drug Treatment Programme Clinical kaimahi (6 FTE)
Key Objectives:	<p>To develop and implement an effective kaupapa Maori drug treatment programme (DTP) based in the Te Tirohanga Whare of the Whanganui Prison focused on helping participants make positive changes in their lives.</p> <p>To effectively lead and support the team of registered and non-registered staff responsible for the delivery of the DTP.</p>
Key Achievement Area:	<ol style="list-style-type: none"> 1. Drug Treatment Programme Development and Implementation 2. Oversee and participate in the DTP Programme Delivery 3. Quality Monitoring, Improvement and Assurance 4. Team Management 5. Health, Safety and Wellbeing 6. Knowledge & Relationships
Functional Relationships	<p style="text-align: center;">Internal</p> <p>Direct Reports Senior Management Team Wider Te Oranganui staff</p>
	<p style="text-align: center;">External</p> <p>Participants and their whanau Visitors Corrections staff Whanganui DHB staff Whanganui Regional Health Network staff</p>

Vision

Mission statement

Values

Tika

Whānau

Pono

Mahitahi

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

To empower whānau into their future

Excellence in how we do things

At the centre of everything we do

Act with honesty and integrity

Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1: Drug Treatment Programme (DTP) development and implementation

- Base all development and implementation on the five kaupapa of Te Tirohanga Whare
- Participate in the recruitment and selection of appropriately qualified, skilled and experienced clinical kaimahi to deliver the DTP.
- Identify the validated assessment tools to be used within the comprehensive AOD assessment and have them approved for use by the Department.
- Ensure the continuous quality monitoring, improvement and assurance framework is finalised for commencement date.
- Developing a DTP Manual outlining the procedures for comprehensive AOD assessment, the delivery of personalised feedback to the participant after their assessment, and approach to treatment planning prior to the commencement date.
- Effectively implement the DTP in Whanganui Prison by the specified timeframes including reporting requirements

Key Result Area 2: Oversee and participate in DTP Programme delivery

- Ensure and participate in the delivery of an effective DTP as per service specifications which will include the following evidence-based practices:
 - Comprehensive assessment and personalised feedback
 - Treatment planning
 - Motivational interviewing
 - Relapse prevention
 - Cognitive behavioural therapy; and
 - Contingency management

Key Result Area 3: Quality Monitoring, Improvement and Assurance

- Ensure the quality monitoring, improvement and assurance framework is updated and aligned with the DTP Treatment Manual.
- Use participants in the DTP in a co-design processes to review and evaluate the programme;
- Be timely with feedback for changes to and from programme participants;
- Develop a DTP Treatment Manual describing the full DTP service within one year of the commencement date. Ensure that this manual is regularly updated and enhanced as the DTP progresses
- Undertake regular self-audits of the service practice to identify any gaps, improvements or achievements
- Work constructively through audit processes with auditors to ensure that the organisation learns from the process for improvement, rectifies any gaps and errors and celebrates the successes

Key Result Area 4: Team Management

- Manage the kaimahi within the team with clarity of purpose and support to ensure they have clearly assigned roles and responsibilities;
- Facilitate training to ensure that any new developments or services are adequately understood and staff are supported in the implementation of new activities;
- Ensure all kaimahi have performance management plans in place that performance is appraised regularly
- Facilitate training and education opportunities that ensure all kaimahi are qualified and skilled for the positions they hold.

Key Result Area 5: Health Safety & Wellbeing

- Following, implementing and ensuring compliance of all health & safety policies and processes of both Te Oranganui and the Department of Corrections;
- Ensuring all activities and planned, organised and managed well in order to prevent harm and promote wellbeing in the workplace;
- Provide and/or facilitate regular clinical supervision for all kaimahi including self.

Key Result Area 6: Knowledge & Relationships

- Participate in sector forums or groups that add value to the purpose of Te Oranganui and the aims of the DTP
- Be an active member of forums/groups providing a kaupapa Māori lens to the work ensuring that Māori Whānau receive adequate services and support
- Continuously build your knowledge base on the developments of the sector to embrace innovation and opportunities
- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for Whānau

General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development
- Maintain strict confidentiality at all times

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

Person Specification

Qualifications and Skills

- A clinical qualification and a relevant practising certificate that meets requirements under the Health Practitioners Competence Assurance Act 2003;
- A full member of DPAANZ or working towards full membership;
- Practical experience within the addictions sector - group and one-to-one;
- Sound understanding of the legislative framework, standards and best practice methodology that apply to clinical management within the AOD and Corrections sector;
- Experience in leading and managing people;
- Ability to manage and prioritise issues around competing demands
- Ability to uphold the fundamental values of Tikanga Maori

Key behaviours and attributes

- Professional and a high level of personal integrity
- Good judgement
- Writing ability capable of producing plans and reports with clear logic
- Planning and implementation skills
- Excellent interpersonal skills and the ability to communicate with a wide range of stakeholders
- Ability to effectively manage and lead kaimahi to achieve outcomes
- Well organised
- Resilient
- Team player
- Receptive to change and proactive in a dynamic environment

Physical Attributes – Administration/Management positions

- Occasional lifting up to 10 kg.
- Must be able to work in an office environment.
- Manual dexterity needed for keyboarding and other repetitive tasks.
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position.

Other requirements of this position:

- Current clean, NZ full driver's license
- Must be able to pass both Te Oranganui's background check processes in addition to the Department of Corrections/MOJ security checks