

POSITION DESCRIPTION

Position	Kaitūruki - AOD Practitioner / Facilitator – Alcohol and Other Drug Treatment Programme (Whanganui Prison)	
Team	Whakahaumanu Mana Tane	
Reporting to:	Kaitātaki Whakahaumanu Mana Tane – Clinical Lead	
Job purpose	<p>The purpose of this role is to deliver Alcohol and Other Drug (AOD) interventions and recovery support services within Whanganui Prison, with a primary focus on minimising substance use-related harm and enhancing the overall well-being of tāne in custody.</p> <p>The role will provide a range of culturally led, clinically informed, and recovery-oriented interventions that respond to individual needs and promote positive change. Key responsibilities include undertaking comprehensive clinical assessments, delivering intervention counselling, and facilitating harm minimisation education and support.</p> <p>By integrating cultural values, clinical expertise, and recovery principles, the service aims to reduce risk of reoffending by empowering individuals to reduce harm, strengthen resilience, and support their journey toward healthier, more constructive lives.</p>	
Accepted by: <<NAME>>	Signature:	Date:

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Te Waipuna Health:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Family Start & Tamariki Ora Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Our Vision	Korowaitia te puna waiora, hei oranga motuhake mō te iwi		
Our Mission	Investing in transformational wellbeing where whānau are at the centre of everything we do.		
Our Values			
	<i>Kotahitanga</i>	Kei te Kotahitanga o ngā kūmete nō uta, nō tai te orange o te iwi	
		We are working for a common cause to effect positive change for the whānau we serve. We are collaborating with marae, hapū and iwi to build smarter capability and capacity for the collective. We are innovators of change, building a movement for transformation.	
	<i>Whanaungatanga</i>	Nō te whānau, mō te whānau	
		We acknowledge whānau are the experts in their own lives. We care what whānau have to say about our services. We listen. We act. We learn.	
	<i>Pono</i>	Kia mau, kia ū ki ngā kete mātauranga nō ngā tupuna	
		Our delivery and commitment to whānau, each other, and our partners is underpinned by Mātauranga and Kaupapa-Māori. We are well informed and value the knowledge we hold.	
	<i>Tika</i>	Whaia te ara tika ahakoa te aha	
		Whānau ability to attain wellbeing is a fundamental right. We believe in a just fair system and so, we will always do the right thing, even when it's not the easiest thing. We are honest and transparent. We honour our word.	

Key Result Area 1: Clinical Practice

Work one to one with those requiring support to change use, and lead or co-facilitate AOD groups

- Ensure timely, accurate and clinically robust comprehensive assessments that support appropriate placement into the AOD programmes, considering risk, need, responsibility and clinical features of substance use disorder.
- Assessments are conducted by DAPAANZ or HPCA registered practitioners with verified AOD expertise.
- Assessments have clear treatment recommendations documented in the Assessment Outcome Form and Whānau Ora Care Plan.
- Integrate culturally led approaches of interventions ensuring service reflect tikanga Māori and recovery principles.
- Ensure all counselling sessions are recovery informed, culturally responsive and clinically appropriate.
- Maintain strong participant engagement across scheduled counselling sessions.
- Lead or co-facilitate structured harm minimisation education sessions to all participants covering substance related risks and coping strategies.
- Demonstrate improvement in participant understanding of harm minimisation strategies through feedback and evaluations forms.

- Record evidence of improved participant well-being or reduced substance related harm indicators after programme participation.
- Incorporate tikanga Māori and culturally led approaches in counselling and education sessions implementing the kaupapa of Te Tirohanga including karakia, waiata, mihi and pepeha.
- Maintain your current clinical registration ensuring ongoing compliance with your registered national bodies.

Key Result Area 2: Client Information Management

Ensure you maintain proper information management processes

- All administration and documentation is completed in accordance with service and the organisational guidelines and within specific timeframes.
- Complete all reporting and communication requirements in a timely manner.
- Initiate, suggest and participate in continuous quality improvement activities.
- Electronically record and evidence goals outcomes for reporting purposes.
- Ensure appropriate legislative requirements are upheld in regard to sensitive information and confidentiality.
- All administration is maintained to a high degree and sensitive files, documents and information is kept as per organisational guidelines.

Key Result Area 3: Collaboration and Team Work

Work with others to ensure positive and empowering outcomes for tāne

- Work in a collaborative way with Te Oranganui internal services and external community agencies to meet needs of participants.
- Work in conjunction with Corrections kaimahi to implement manuals, policies and processes.
- Liaise and consult with health services within Corrections as necessary to improve health of the tāne.

Key Result Area 4: Supervision

Ensure safe practice to tangata whai ora and their whānau through actively participating in regular supervision

Tasks:

- Actively participate in regular supervision, making a positive contribution to the development of a co-operative relationship with the supervisor
- Ensure that all practice and case management issues are taken to supervision;
- Manage work priorities, personal workload and stress levels with the support of the supervisor
- Comply with the requirements of the supervision contract
- Regularly reflect on own practice and adjust as necessary to ensure a quality service to whānau

Key Result Area 5: Knowledge & Relationships

To stay abreast of developments and build strong community links that enhance the service provided to rangatahi and their whānau

Tasks

- Continuously build your knowledge base on the developments of the mental health and addictions sector to ensure whānau are receiving the best possible service

- Work constructively with colleagues within Te Oranganui and across the sector to improve outcomes for whānau participating in mental health and addiction services
- Actively participate in all team and one-on-one hui and workshops

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions 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 and in-service training opportunities

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

PERSON SPECIFICATION

Essential Experience & Qualifications

- A clinical AOD qualification and a relevant practising certificate that meets the requirements under the Health Practitioner Competence Assurance Act 2003 and DAPAANZ.
- Skills and experience working within the AOD sector – with groups and one to one.
- Sound understanding of the legislative framework, standards and best practice methodology within the AoD and Corrections sector;
- Ability to uphold the fundamental values of Tikanga Māori and implement the five kaupapa of Te Tirohanga;
- Ability to promote and effectively lead karakia, mihi, pepeha, waiata for the programme.

Skills and Attributes

- Non-Smoker – or full commitment to remain smoke-free during the hours of work (including breaks)
- Excellent facilitation and communication skills
- Understand and be committed to improving health for Māori
- Open to different perspectives of tangata whai ora
- Believe in and can implement the recovery approach
- Well organised and can prioritise
- Able to maintain confidentiality
- Is acceptable to whānau, hapū and iwi and Māori community
- Creative and innovative within restricted resources

Other requirements of this position

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