DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:**  | Detoxification Officer |
| **Position Number:** | Generic |
| **Classification:**  | Health Services Officer Level 4 |
| **Award/Agreement:**  | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing - Statewide Mental Health Services  |
| **Position Type:**  | Permanent/Casual, Full Time/Casual |
| **Location:**  | South |
| **Reports to:**  | Nurse Unit Manager - Inpatient Withdrawal Unit  |
| **Effective Date:** | April 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Certificate IV in Alcohol and Drug Work from a recognised training providerCurrent First Aid Certificate from a recognised training providerCurrent Driver’s Licence |

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

* As a member of a health management team working within a clinical setting, the Detoxification Officer assists health professionals in the treatment and management of persons with alcohol and drug related problems admitted to the Inpatient Withdrawal Unit (IPWU).

### Duties:

1. Under the direction of IPWU clinical staff, monitor clients undergoing the detoxification process.
2. Assist staff in the admission and discharge process by fulfilling delegated tasks.
3. Ensure safety precautions are always followed for clients.
4. Help the clients in completing relevant documentation; making relevant phone calls as required; and scheduling appointments with external service providers.
5. Provide support and information to Community Sector Organisations or other government organisations, as required.
6. Assist clients with personal grooming and hygiene requirements including showering, shaving, hair washing, brushing teeth, dressing/undressing and toileting.
7. Assist clients with high needs such as comorbidity/dual diagnosis issues to support their daily living needs.
8. Maintain and order food stores and clinical supplies as required.
9. Ensure clients order and receive meals daily.
10. Take an active part in the provision of diversional programs within the Unit.
11. Assist with the collection of supervised urine specimens for drug analysis as required.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### Key Accountabilities and Responsibilities:

#### Under direction of the Nurse Unit Manager - IPWU, the Detoxification Officer will assist health professionals in the treatment and management of clients within the IPWU. In doing so, the Detoxification Officer is expected to:

#### Always interact and support clients in a reassuring and non-judgemental manner whilst maintaining client confidentiality.

#### Work in accordance with policies and procedures of the Alcohol and Drug Service and IPWU.

* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
* Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated experience in working with individuals with ongoing alcohol and drug related problems.
2. Demonstrated competency and experience in the provision of basic personal care support within a health care setting.
3. Well-developed interpersonal and communication skills including the demonstrated ability to work effectively both independently and as part of a multidisciplinary team; work cooperatively and constructively within a team environment.
4. Demonstrated ability to actively promote harmonious working relationships whilst working within an environment subject to pressure and change.
5. Basic computer literacy skills, including the demonstrated ability to acquire a working knowledge of patient information management systems.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).