Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Alcohol & Other Drug Clinician
Reports to	(Operationally) Clinical Manager, North Community Mental Health and Addiction (Professionally) Relevant Professional Lead and or Director of Allied Health
Location	Wairoa
Department	Hawke's Bay Mental Health and Addiction Service
Date	01-09-2026
Salary band (indicative)[i]	In accordance with Health NZ / PSA Allied, Public Health, Scientific and Technical Collective Agreement step 1 – step 7 gross per annum according to qualifications and experience pro rata for hours worked
Children's Worker role[ii]	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

- To provide addiction and mental health assessments and evidence-based interventions to those adults and their families, whose lives are severely affected by alcohol and other drug use, utilising a client centred trauma informed care approach.
- To liaise with the wider Wairoa hospital, non-government organisations and primary care system to support a screening and brief intervention approach to alcohol and other drugs
- To build working partnerships with Wairoa non-governmental organisations providing addiction services, to ensure strong and continuous care pathways
- To contribute to the wider delivery of Wairoa mental health and addiction services, including participating in the out of hours duty roster.
- This way of working will ultimately benefit all of our tāngata whaiora / patients and communities.

Key Result Area	Expected Outcomes / Performance Indicators
	• Provide age-appropriate alcohol / other drug and mental health assessment & treatment interventions, plan and evaluate treatment & support recovery. Facilitate service entry and exit with safe transition and take steps to minimise risk and maximise recovery potential. • Identifies issues relating to substance abuse, mental health and physical health alongside client's current health and disability issues. Demonstrates understanding of trauma informed practice. • Complete comprehensive addiction assessments in partnership with the client and their family/whānau addressing the bio-psycho-social-spiritual factors of the client including family relationships, history, cultural, religious, work history, legal and financial problems. • Facilitate or co-facilitate individual or group interventions and other sessions as appropriate e.g. family / couple / supporters / employers & or others sessions, that assess, plan, prepare, organise, debrief and support the person in their recovery, in accordance with a client centred approach. • Develop strategies to respond to families/whānau, and /or communities needs for health education. • Recovery coordination and any case work is managed safely, effectively and efficiently in consultation with relevant case team. • Documentation of health records and statistics are maintained correctly and updated as required. • Confidentiality is maintained at all times to ensure the Privacy Act and Health Information Privacy Code 2020 and Code of Rights are adhered to. • Support Wairoa Hospital staff to become competent & confident in alcohol and other drug screening • Provide advice to relatives, carers, family/whānau and connect them with treatment providers as needed • Promote harm reduction concepts and techniques in Wairoa Hospital setting • Provide people with information and support them to access community addiction services
Proficient Clinical Competence	• Demonstrates proficiency and autonomy of practice in the clinical setting providing interventions to service users with a range of needs. • Utilising evidence-based knowledge and skills through reflective practice and professional judgement to provide competent, interventions, support care and advice. • Proactively anticipate and recognise cues to a situation and predicts outcomes, referring on to other clinical team members. • Use assessment skills to assess service user responses to treatments and adapt approaches to accommodate any changes. • Initiate interventions and monitor therapeutic responses and any negative effects.

	• Demonstrating responsibility, accountability and commitment in practice. • Actively pursuing professional development opportunities. • Participates in leadership in building and strengthening a therapeutic team. • Keep informed of developments in all aspects of the AoD sector, and maintain an effective level of education and training in relevant areas. • Continues to develop the skills and knowledge required to work autonomously and also as part of a multidisciplinary team. • To maintain registration to appropriate professional body. • Ensures the maintenance of high competency levels coupled with the delivery of professional standards of performance and conduct at all times. • Participation, planning and engagement with all training and education processes within the Community Mental Health and Addiction Service. • To take part in the running of the team, including undertaking tasks such as duty clinician. • To undertake quality audits as directed
Key Result Area	**Expected Outcomes / Performance Indicators**
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.

	• Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Any matter that represents a reputational risk for Health New Zealand | Te Whatu Ora
- Harm events or complaints that require escalation as per the escalation guidance.
- Any significant clinical or non-clinical risks to tangata whai ora, Mental Health and Addiction Group or the organisation.

Relationships

External	Internal
• Patients, consumers, Tangata Whaiora • Families/whānau and caregivers • General Practitioners • PHO • Rehabilitation providers • Community Probation Service • Police • Advocacy Services • Schools / Education providers, NGO's • Other Health NZ services	• Clinical Manager • Professional Lead • Wider addiction service including detox team • Nursing, allied and medical staff • Group Leadership Team • Multidisciplinary team • Wider community mental health teams Intensive and Acute Services. • Māori Health • Child Adolescent Mental Health Services • Other Hospital teams

About you – to succeed in this role

You will have

Essential:

Qualifications

- Relevant Tertiary qualifications within addiction studies, social work, or occupational therapy.
- Registered Practitioner under HPCAA (2003) or Social Worker registration and/or DAPAANZ registration
- Current Annual Practice Certificate
- Authorised Officer or willingness to undertake training to become an Authorised Officer

Experience

- 2 years post graduate Mental health or Addiction experience
- Proven customer service skills

Business / Technical Skills

- Proficiency in Microsoft Office, Word, i.e. (Outlook, Excel, PowerPoint, Internet resources and e-mail).
- Clean current full NZ driver's license & ability to drive
- Previous experience and knowledge of mental health and addictions service delivery
- Experience with addiction and mental health assessments, including knowledge and experience of a range of interventions: ie CBT/DBT, motivational interviewing, psycho-social approaches.
- Team player, solution focussed with "can do" attitude
- Able to demonstrate culturally safe practice
- Ability to work with people of diverse cultures, age, gender and LGBTI
- Good sense of humour and excellent conflict resolution skills
- Proficient Computer skills
- Excellent communication and negotiation skills

Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination

Desired:

[**Qualifications**

- Post Graduate Mental Health/Addiction Qualification

Experience

- Previous clinical experience in adult specialist mental health and addiction settings
- Evidence of professional development with Treaty of Waitangi principles

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Knowledge of physical health monitoring Advanced IT skills

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.

- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Key Attributes

- Effective communication skills
- Ability to build rapport and constructive and effective relationships
- Positive attitude with problem solving focus
- Ability to contribute positively to the interprofessional /multidisciplinary team.
- Self-motivated in developing clinical and professional practice
- Focus on delivering high quality intervention for the client/patient and whānau.
- You will demonstrate strength in screening, assessment, brief intervention, and clear decision-making skills

Effectively Engaging with Māori –

- Demonstrates the ability to engage effectively with Māori
- Demonstrates ability to apply the Treaty of Waitangi within the service
- Shows commitment to, and demonstrates the behaviours of the health sector

Physical requirements for role: -

Health NZ Te Matau a Māui Hawkes Bay is a fair and equitable employer. As per our commitment to the National Disability Strategy Health NZ Te Matau a Māui Hawkes Bay will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace

Desired:

Variation of Duties

- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements

[i] Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

[ii] The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to

reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.