

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

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| Title | Registered Health Clinician - Addictions Case Manager | | |
| Reports to | Manager Addictions Service - District | | |
| Location | Nelson | | |
| Department | Addiction Service | | |
| Direct Reports | Nil | Total FTE | Nil |
| Budget Size | Opex | Nil | Capex |
| Delegated Authority | HR | Nil | Finance |
| Date | June 2026 | | |
| Salary band (indicative)* | As per the Individual Employment Agreement (IEA)/ or SECA negotiated with the appointee. | | |

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to be a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services

This role has been designed for an experienced clinician who has excellent skills in relationship development and networking. They will:

- Function as an Addictions Clinician, helping the wider community discover the healthiest use of substances and to help promote freedom from addictions.
- Effectively market and promote the Addictions Service to the community and other health professionals.
- Provide (primarily non-pharmacological) treatment to people affected by alcohol and other drug dependency or abuse. This involves support to families, couples and individuals.
- Provide psychosocial assessment and support to clients.

This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Health NZ. Including working across agencies with our cross-sector partners.

| Key Result Area | Expected Outcomes / Performance Indicators |
|---------------------------------|---|
| Assessment and Support | <ul style="list-style-type: none"> • Assess and support individuals, couples and families affected by alcohol and other drug problems, referring to inpatient treatment or other agencies as appropriate. • Initial assessment interview for new clients and treatment plan is set up and documented within the required time frame. • Ongoing professional support for clients is provided which includes a range of therapeutic methods and maintaining a client caseload of face-to-face contact with clients. • Clinical accountability is demonstrated through presenting client cases at weekly team meetings, conducting client evaluation, participating in in-service training and undertaking personal supervision as negotiated with the Manager. • Written assessments provided to agencies as necessary and appropriate. • Up to date and appropriate case notes are maintained with a clear treatment plan. |
| | <ul style="list-style-type: none"> • Ensure proactive multi-disciplinary liaison with a range of agencies, undertaken ongoing training and education to update skills, and maintain accurate documentation of clinical practice, as part of ongoing teamwork practice. • Attendance at team meetings, case presentations, contributing to policy formation, service planning, decision-making and accountability with the Addictions team of Health NZ. • Ongoing liaison is maintained with a range of agencies in relation to mutual clients and general alcohol and substance issues with referrals provided as required. • Participate in ongoing training in clinical interventions, treatment and education as appropriate. • Keep accurate up to date clear records in client files according to clinic procedures and protocol with relevant knowledge of the Health Information Privacy Code (1994) and maintain accurate statistical records for clients. • Current knowledge on professional issues and trends in addiction field is regularly maintained and imparted in formal training sessions as required. • Commitment to Health and Safety requirements. |
| Quality Improvement | <ul style="list-style-type: none"> • Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, always, provide a high quality, customer oriented and focused service, which follows evidence-based practice. |
| Professional Development | <ul style="list-style-type: none"> • Participation in annual performance review process including review of performance goals and identification of areas for professional development. |
| General | <ul style="list-style-type: none"> • Other duties as negotiated with your manager |

| | |
|--|---|
| Te Tiriti o Waitangi | <ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership. |
| Equity | <ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses. |
| Innovation & Improvement | <ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices. |
| Collaboration and Relationship Management | <ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services. |
| Health & safety | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 to the Manager for Addictions Nelson and Marlborough

- Bullying
- Clinical concerns especially when involves the care of a client and treatment could be compromised
- Unprofessional behaviour
- Any identified conflicts of interest

Relationships

| External | Internal |
|---|---|
| <ul style="list-style-type: none"> • NGO partners • Health Action Trust • Te Piki Oranga • Salvation Army | <ul style="list-style-type: none"> • Mental Health • Emergency Department • Wards in main hospital |

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- A New Zealand Registered Health Professional (Occupational Therapist, Registered Nurse, or Social Worker) preferably with an addiction focus or studying towards.
- Current registration and annual practising certificate.

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.
- Ability to collect information from a variety of sources and organise into logical frameworks.
- Ability to adhere to professional Code of Ethics and clinic procedures on client confidentiality.
- Belong to a recognised professional organisation with a professional code of ethics.
- Relevant experience in motivational interviewing, group therapy and counselling is desirable.
- Current drivers' licence is necessary.
- Experience or demonstrable interest in training or education.
- Ability to train other health professionals and community workers.
- Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook.
- Keeps up to date with available information technology relevant to position.
- Understands and complies with Health NZ Information Technology policies.
- Ability to defuse and/or manage conflict situations.
- Commitment to health promotion and harm reduction.
- Sound written communications skills.
- Ability to liaise effectively with clients.
- Commitment to ongoing self-development.
- Awareness of client's needs.
- Ability to work co-operatively within a team.
- Ability to relate to a wide variety of health professionals.

- Versatile and flexible and able to adapt to a changing work environment.
- Ability to work well under pressure and meet deadlines.
- Awareness of gender issues and biculturalism.

You will be able to Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- Must have a desire to work with clients with complex mental health and physical health issues due to addiction.
- Want to make a difference to clients lives and their whanau.
- Follow principles of harm minimisation.
- Work with clients on their own goals.
- Be understanding and empathic with good clear communication skills

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.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*