<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Registered Nurse (RN)</th>
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<td><strong>Program:</strong></td>
<td>The Lyndon Withdrawal Unit</td>
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<td><strong>Location:</strong></td>
<td>Bloomfield Campus</td>
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<tr>
<td><strong>Salary Range/Award:</strong></td>
<td>Nurse Modern Award 2010</td>
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<tr>
<td><strong>Position Type:</strong></td>
<td>Full Time for 6 Months Maternity Leave</td>
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<td><strong>Responsible To:</strong></td>
<td>Program Manager</td>
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**Program Description**

The Lyndon Community Withdrawal Unit

The Lyndon Community is a non-government organisation providing alcohol and other drug treatment by way of residential and non-residential programs. The Lyndon Community provides a range of treatment and workforce and sector development services and activities through funded programs and service level partnerships. They are:
- The Lyndon Residential Rehabilitation Program, based in Canowindra is a residential rehabilitation service for alcohol and drug dependent people.
- The Lyndon Withdrawal Unit based in Orange, provides residential medical detoxification services for alcohol and illicit drugs.
- The Lyndon Outreach Service has a home base in Orange, providing outreach programs to central western NSW, including group work, community and service development and individual counselling.
- The Lyndon Community coordinates and supports the operations of the Murdi Paaki Drug and Alcohol Network (MPDAN) which aims to improve the delivery of drug and alcohol services to Aboriginal people living in the north and west of NSW through a partnership arrangement between Aboriginal Community Controlled Health Services, The Lyndon Community and government health services.
- The Lyndon Research Program conducts practice-based research to inform health service models, monitor clinical services and client outcomes; and identify trends in service delivery demand and supply.
- Wandarma Aboriginal Drug and Alcohol Service provides outreach and office based drug and alcohol services and programs and supports the capacity of Aboriginal people, families and Communities and services in Bega, Eden, Merimbula, Wallaga Lake and the surrounding region to respond to the harms caused by drug and alcohol use.

The Lyndon Community is constituted as a public company limited by guarantee and is governed by a voluntary Board of Directors. The Board is responsible for setting the strategic and policy direction of the organisation and has responsibilities in financial and fiduciary oversight. The Board understands and strives towards the principles of good governance for the organisation. The organisation has become increasingly complex through the range of services and a function provided and is recognised now as a major service provider in western NSW as well as having a national profile through its clinical leadership and development activities.

**Job Description**

- **Summary of the broad purpose of the positions in relation to the organisation’s goals.**
  The Registered Nurse (RN) will work with and facilitate the effective detoxification and care of people who
present for treatment. To work within the responsibilities and job requirements of the Nursing award and within The Lyndon Community Staff Code of Professional Conduct and Code of Ethics

- Reporting/Working Relationships.
  - Reports to Program Manager

- Statement of Key Responsibilities.

Manage detoxification and Health Care
- Conduct nursing assessment and admission of clients to the unit
- Maintain the ethical standards of your profession and The Lyndon Withdrawal Unit
- Initiate withdrawal treatment as per the guidelines and delegations in Lyndon Detoxification Unit policies and procedures
- Ensure correct administration, recording and storage of all medications/incident/med forms
- Use the Lyndon electronic Client Management System (CMS) to maintain accurate and up to date client records.
- Provide routine nursing care to all clients
- Supervise and manage urine collection and testing from clients

Liaison
- Work within a multidisciplinary team effectively
- Respond appropriately to clients in crisis situations
- Liaise with and support the role of visiting medical staff/student nurses
- Liaise external service providers as appropriate

Supervision
- Participate in monthly clinical supervision

Policy and Planning
- Assist The Lyndon Withdrawal Manager in the development and implementation of programs, policies, and procedures, as required
- Comply with applicable Federal, State and Local Government Laws and Regulations in particular as they relate to medications, other nursing/medical issues and OHS clinical review/clinical issues

Teamwork and Agency Development
- Provide peer support to and share expertise with other staff members
- Actively contribute to staff meetings and training sessions
- Attend and be actively involved in regular nurses meetings
- Contribute to the development, implementation and evaluation of the service/QIC

Data Collection and Evaluation
- Maintain client files, case notes and other documentation particularly in relation to nursing/medical assessments and interventions
- Maintain records regarding the storing, administration and ordering of medications

Work Health and Safety
- Contribute to the management of a safe and supportive working environment for staff and clients in the execution of the various clinical and non-clinical responsibilities assigned to them
- Attend compulsory fire drill and other WHS requirements as directed

Additional
- Carry out any other duties as assigned by the Program Manager or delegate, which are in accordance with role and responsibility and the legal boundary of a Registered Nurse

Selection Criteria

Essential:

Educational/Vocational Qualifications
• Current List A NSW Nurse’s Registration
• Evidence of ongoing professional development
• Current driver’s license

Clinical
• Demonstrated competence in the provision of nursing care
• Knowledge of the issues relating to the withdrawal from psychoactive drugs
• Demonstrated triage skills in clinical assessment, decision making and providing nursing interventions
• Understanding of the concept and application of Evidence Based Practice
• Knowledge of the issues related to infection control and the use of standard precautions
• Ability to provide crisis counselling intervention, planning and direction
• Ability to work independently within a multi-disciplinary team
• Ability to demonstrate flexibility associated with working in a residential setting

Communication Skills
• Effective written and oral communication skills
• Advanced problem solving skills
• Demonstrated skills in using the most recently available information technology

Desirable:
• Experience working with people with substance abuse issues
• Experience working in a medicated detoxification unit
• Knowledge of, or experience with psychopharmacology commonly used in the detoxification process.

Salary and Conditions
This is a salaried position in accordance with the Nurses Modern Award 2010. Salary packaging is offered through the organisation’s salary packaging provider.
INFORMATION FOR APPLICANTS

The information contained in this brochure has been prepared to provide assistance in preparing applications for vacant positions with The Lyndon Community.

Prior to completing your application you should read this information to gain an understanding of the selection process and the basis for the appointment of successful applicants.

Please refer to our Checklist for Applicants before submitting your application.

Successful applicants will undergo a Working With Children Check and a Criminal Record Check.

APPLICANT CHECKLIST

Remember you know everything about you, the selection panel knows nothing about you so you need to tell us everything you know about you that will help you to get an interview.

Have you clearly shown?
- the position name
- your name and address
- a daytime contact telephone number

Have you attached?
- a covering letter stating how you meet the essential and desirable criteria (using each criteria as a heading)
- your resume

Have you:
- included the name and contact numbers of two work related referees
- signed and dated your application
- kept a copy of your application

Applications should be marked: ‘Private and Confidential’

And addressed to: Program Manager
The Lyndon Withdrawal Unit
P.O Box 9374
ORANGE EAST NSW 2800

Phone: 02 6362 5444 Mobile: 0429 307 708 Facsimile: 02 6361 1938
Email: mcampbell@lyndoncommunity.org.au
COMPLETING THE APPLICATION

HOW DO I APPLY?
All applications must be in writing. As your application determines whether you will get an interview you need to show the Selection Committee that you have the knowledge, skills, experience and ability to do the job. You should take the following steps when preparing your application:

1. **Read the selection criteria**
   Read the advertisement and other relevant material closely as it includes a description of the position, the requirements and the selection criteria.

2. **Write a covering letter**
   Your letter should:
   - state the position title;
   - Make clear, concise statements addressing how you satisfy each of the **essential and desirable selection criteria**. Describe how your skills, qualifications, abilities and training are relevant, whether essential or desirable. Consideration for interview is based on you demonstrating that you meet all of the essential criteria for the position;
   - Be signed by you.

   Applicants who do not address the essential and desirable criteria may not be called for interview

3. **Attach your resume**
   Your resume should provide details of:
   - Your employment history. You should provide a brief description of your duties and responsibilities for each position;
   - your skills i.e. Counselling, Group Facilitation, Customer Relations, Administrative, Financial etc;
   - Your education. You should state the name of courses, training providers and completion dates. (Be sure to include any current studies);
   - Your referees. Include the name and current phone numbers of at least two referees who can comment on your work performance, preferably someone who has supervised you in the last 12 months. Your referees should be **pre-alerted** to your application for the position prior to interview;
   - Your contact details. Include your full name, address and current contact number during work hours. Any copies of any other relevant documentation.

5. **Send your application**
   Ensure that your application reaches the address specified in the advertisement by **5.00pm on the stated closing date**. Late applications may only be accepted if notification is given and accepted.

   When posting your application it should be addressed as follows:

   ‘Private & Confidential’
   Program Manager
   The Lyndon Withdrawal Unit
   P.O Box 9374
   ORANGE EAST NSW 2800