POSITION DESCRIPTION – NON RESIDENTIAL WITHDRAWAL NURSE	
Part 1 – Expectations for Your Role	
Position	Outreach Drug and Alcohol Nurse - SURe
Service / Program	Mental Health & AOD - SURe
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	Community Health Nurse – CN4
Reports to	SURe Inner East Team Leader
Effective Date	October 2026

Position summary

The role requires a clinician who provides planned AOD withdrawal support to clients in their home or community, following assessment and acceptance into the program. The role implements documented withdrawal plans, monitors withdrawal symptoms and physical health, supports medication management within scope of practice, provides harm reduction and relapse-prevention education, and escalates clinical concerns in line with program procedures. The role maintains timely case notes and progress records, coordinates with general practitioners, pharmacies and AOD services, and supports clients to complete withdrawal safely and connect with ongoing AOD treatment and recovery supports. The position involves extensive outreach to support clients in their homes and community settings.

Key Deliverables

- Conduct comprehensive AOD and withdrawal assessments.
- Determine suitability for non-residential withdrawal and develop individualised care plans.
- Monitor and manage withdrawal symptoms using evidence-based clinical guidelines.
- Administer and monitor withdrawal pharmacotherapies in collaboration with medical officers and prescribers.
- Complete physical health, mental health, suicide, overdose, and other risk assessments.
- Respond to clinical deterioration and escalate concerns appropriately.
- Support clients in an outreach capacity (eg: at home)
- Provide harm reduction education, including overdose prevention and naloxone education.
- Deliver therapeutic, recovery-oriented, and trauma-informed support to clients.
- Coordinate care with GPs, hospitals, pharmacists, mental health services, and other stakeholders.
- Facilitate referrals to treatment, rehabilitation, counselling, housing, and community support services.

- Develop relapse prevention and post-withdrawal support plans.
- Maintain accurate, timely, and compliant clinical documentation and case notes.
- Participate in multidisciplinary case reviews, team meetings, and clinical supervision.
- Contribute to service quality improvement, clinical governance, and accreditation activities.
- Meet program targets, reporting requirements, and funding body obligations.
- Promote client engagement, retention, and positive treatment outcomes.

Skills

- Ability to conduct comprehensive biopsychosocial, withdrawal and risk assessments.
- Strong clinical skills in monitoring and managing withdrawal symptoms and pharmacotherapies.
- Ability to identify, assess and respond to complex clinical presentations and risks.
- Sound knowledge of harm reduction principles, overdose prevention and Naloxone.
- Skills in motivational interviewing, recovery-oriented practice and trauma-informed care.
- Ability to build therapeutic relationships with diverse client groups.
- Ability to work independently, manage competing priorities and deliver outreach services.
- Strong communication, de-escalation, conflict resolution and stakeholder engagement skills.
- Ability to collaborate with GPs, hospitals, pharmacists and community service providers.
- Strong documentation, clinical recordkeeping and report-writing skills.
- Proficiency in electronic health records and client management systems.
- Cultural responsiveness and ability to work with Aboriginal and Torres Strait Islander peoples and other diverse communities.
- Sound professional judgement, decision-making and problem-solving skills

Experience & Knowledge

- Experience working with people with AOD dependence, including voluntary and mandated clients.
- Experience delivering community-based or non-residential withdrawal programs.
- Experience supporting clients with co-occurring AOD and mental health conditions.
- Experience working autonomously in community and outreach settings.
- Experience managing clients with complex mental health, physical health and psychosocial needs.
- Experience liaising with health, housing, child protection, family violence and other community services.
- Knowledge of relevant AOD clinical guidelines and withdrawal management practices.
- Knowledge of MARAM, FVISS, CISS, privacy legislation, confidentiality and child safety requirements.
- Understanding of the needs of high-risk and marginalised populations, including people who inject drugs, people experiencing homelessness and justice-involved clients.
- Knowledge of quality improvement, clinical governance and accreditation requirements

Qualification/Registrations/Licences

- Registered Nurse with current AHPRA registration to practise
- Bachelor of Nursing degree
- Current Victorian Driver's Licence with no restrictions
- Minimum AOD Skill Set qualification
- Current CPR certification
- MARAM training, or willingness to complete upon commencement

Physical Requirements

- The ability to sit for extended periods and use office equipment effectively.
- capable of typing and performing administrative tasks, moving around the office to attend meetings, and lifting and carrying items up to 5 kg, such as laptops or office supplies.
- Strong visual and auditory abilities are essential to read documents and communicate effectively in
- person, over the phone, and via video.
- Able to travel for outreach purposes, requiring the ability to drive fleet vehicles and transport
- passengers as needed.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.

POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.