



Position Description

# AOD Practitioner

**pathways**  
*ahakoa te aha*

**real**  
*ahakoa te aha*

Last Revised Date: April 2025

# About Pathways, Real and the Wise Group

At Pathways, we provide community-based mental health and wellbeing services throughout New Zealand. We support people to live well and be part of the communities of their choice by providing a range of support services around practical daily living, leading a healthy life, employment, and housing. Pathways was established in 1989, introducing a new model of care to the mental health sector. Today, with our inspirational purpose of 'supporting people to live full lives; hopeful and connected to what matters', we're continuing to lead, innovate and pioneer new ways of working.

At Pathways we believe in upholding the articles of Te Tiriti o Waitangi and recognise it as the founding document of Aotearoa. We have a rautaki Māori. This is the platform that sets our expectations and approaches for addressing equity. The articles of Te Tiriti inform how we develop and design our kawa to ensure the mana of kaimahi, tāngata whai ora, taiohi and whānau remain upheld. Te reo Māori me ona tikanga influences our organisation. This means our practices, approaches, organisational rhythms and celebrations are informed by Māori tikanga.

We believe everyone can recover and we're here to do everything we can to support them in their recovery. Our wairua or spirit of 'whatever it takes' is not just a slogan on the wall for us, our employees live this spirit every day. While mental health is our priority, total wellbeing is our goal. We work to strengthen whānau. We're all about hope, respect and providing personalised support that changes as people's needs change. We are committed to working in a trauma informed way, recognising the impact trauma may have had on people & working with them to build resilience and protective factors. Join us on our journey of helping people live a life they love.

## Real

Real, the youth brand of Pathways, has been delivering services since 2010. At Real we believe mental wellness and wellbeing are possible for every young person. We are inspired by the dream that every young person can feel great about their future and help shape their community. We support young people to build resilience and wellbeing in youth-oriented, flexible, fun, and optimistic ways.

Real provides a range of community based and residential services nationally in partnership with Te Whatu Ora, Manatu Hauora and Oranga Tamariki. We seek to respond in ways which recognise and celebrate the mana of the young person. We help young people feel great by supporting them to build life skills, resilience, and strong connections with their whānau, friends and communities.

## The Wise Group

Pathways is part of the Wise Group, one of the largest non-government providers in Aotearoa New Zealand. The Wise Group is a family of charitable entities, all linked by a common dream – to create new opportunities for the wellbeing of people, vulnerable populations, organisations, and communities.

Being part of the Wise Group gives Pathways access to a wealth of resources and support, both from our shared business infrastructure services and from other entities in the Group.

## Position

**Reports to:** Team Coach

**Location:** Various locations across Aotearoa New Zealand

Actively assist people using Pathways' services to reach and maintain optimum wellbeing through a model of empowerment and inclusion in communities. Provide effective support, education, and clinical expertise to Pathways employees, tāngata whai ora, taiohi and whānau, ensuring best practice and internal and external standards are met or exceeded.

As an AOD Practitioner, you will provide assessment and a range of therapeutic interventions for tāngata whai or taiohi with alcohol or other drug challenges. This position is a member of a wider healthcare team within Pathways or Real services. Key responsibilities of the role may include:

**Purpose:**

- Provide therapeutic intervention & services to improve the ability for whai ora or taiohi to succeed in their personal lives.
- Provide high quality, professional services in all interactions.
- Provide recovery-focused & strengths-based intervention, support and recommendations.
- Collaborate with and refer to internal and external services.
- Support the design, development and facilitation of group-based approaches.

**Relationships (Internal):** Pathways employees, Wise Group employees

**Relationships (External):** Tāngata whai ora or taiohi (people using Pathways and Real services) and their whānau (families and support people), Te Whatu Ora and Te Aka Whaiora, other key stakeholders, external suppliers, Government agencies, and community agencies.

## Ohia nui *Inspirational Purpose*

We support people to live full lives; hopeful and connected to what matters to them



## Wairua

*Spirit*

*Ahakoā te aha  
Whatever it takes*



## Tūmanako tangata

*Character Attributes*

*Aroha Loving  
Whakahonohono Connected  
Harikoa Joyful  
Tika Authentic  
Manako Hopeful  
Māia Courageous  
Māhorahora Generous  
Pou Piripono Reliable*



## Mātāpono *Beliefs*

- Te Tiriti o Waitangi drives us to be pro-equity
- Living well is our goal, mental health and addiction is our priority
- We are part of great partnerships that deliver to people
- Peer support and lived experience are integral to what we do
- Helping everyone we support to have somewhere to live, something to do, something to hope for and someone to love
- Connected, diverse and compassionate communities build strength and resilience
- Our staff make the difference
- Sustainability influences our actions
- Evidence-based practice, tikanga and mātauranga underpins our mahi
- We invest in finding out 'What do you need right now?'

## Aronga matua

*Focus*

Front of mind, every day

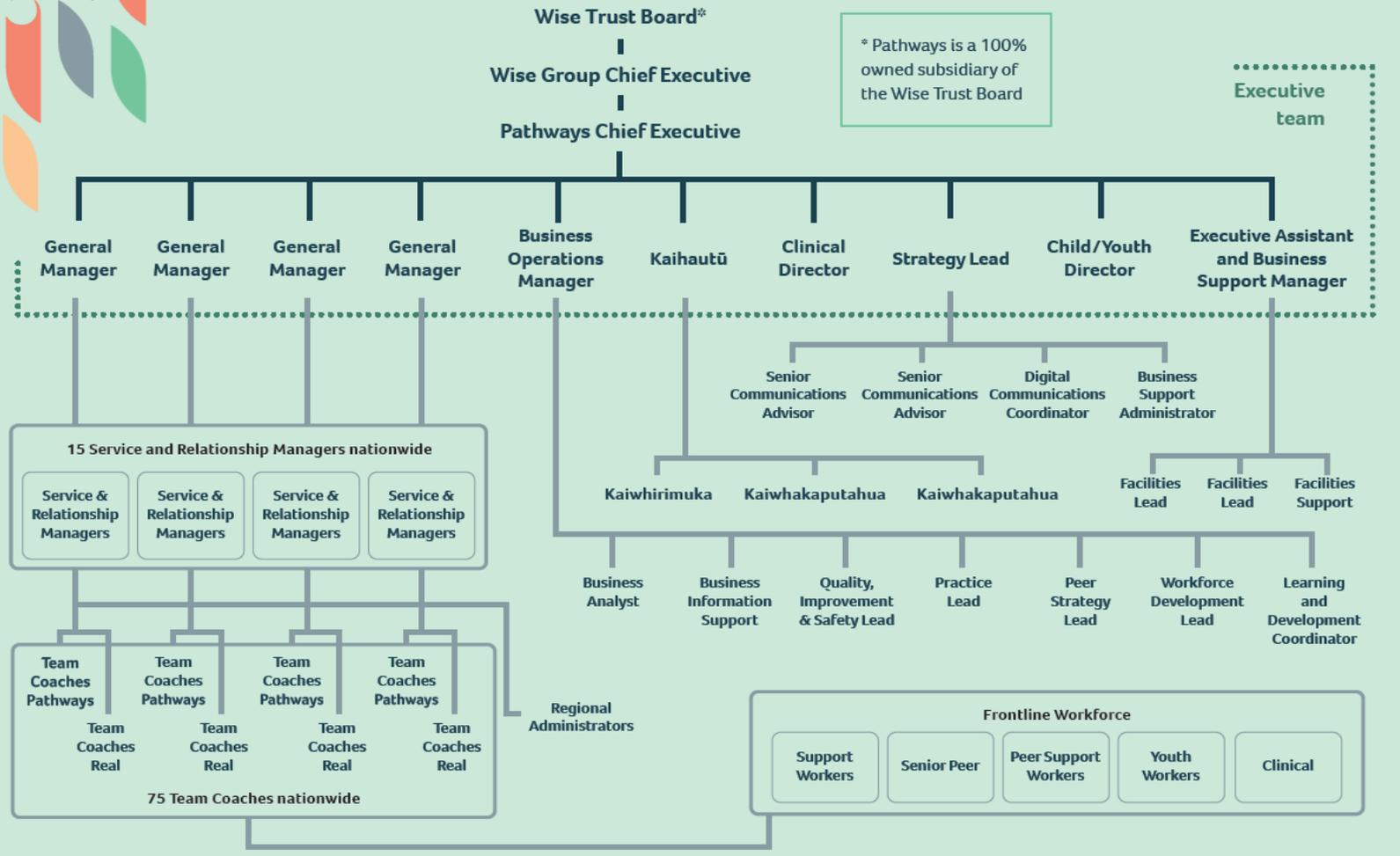
## Wero nui

*Greatest Imaginable Challenge*

Every person using our services achieves equitable access and outcomes

**pathways**  
*ahakoā te aha*

# Pathways and Real leadership structure



July 2024

## Requirements of the position

Focus	Activities	Outcomes
<p>Assist individuals to reach and maintain optimum physical, emotional and spiritual wellbeing through a model of empowerment</p>	<ul style="list-style-type: none"> <li>• Ensure individual support/goal plans are developed and constantly reviewed in collaboration with all support stakeholders, incorporating person’s physical, emotional, and spiritual aspirations.</li> <li>• Respond positively to people’s strengths and celebrate achievement with the team and whai ora or taiohi through constant positive feedback.</li> <li>• Communicate effectively with whai ora or taiohi to obtain feedback regarding their overall service satisfaction. Strive for improvement by implementing innovative ideas and solutions following feedback.</li> <li>• Role model a focus on inspiring wellbeing and working to deliver innovative, responsive, high-quality services always.</li> <li>• Develop effective and versatile methods of communication to ensure staff are aware of and give consideration to people’s needs.</li> <li>• Ensure activities for people using Pathways’ services are carried out as negotiated and are of a high standard, by actively assisting as required.</li> <li>• Ensure that service provision has a whānau focus and that whānau engagement happens in your practice and service.</li> <li>• Ensure that service provision is documented in a timely manner and to a high standard that honours the voice and experiences of people using services.</li> </ul>	<ul style="list-style-type: none"> <li>• Goal plans reflect consideration of physical, emotional and spiritual wellbeing.</li> <li>• Goal plans are developed collaboratively and well documented within Recordbase.</li> <li>• Whānau engagement is high.</li> <li>• Achievements are celebrated.</li> <li>• Clinical records of service provision are of a high quality and other staff in the service are supported to document service provision to a similar standard.</li> </ul>
<p>Provide high quality AOD Counsellor services</p>	<ul style="list-style-type: none"> <li>• Provides both individual and group based AOD interventions with whai ora or taiohi.</li> <li>• Conduct high quality and evidence-based assessment and screening.</li> <li>• Deliver brief interventions 6utilising evidence-based interventions such as Cognitive Behavioural Therapy (CBT),</li> </ul>	<ul style="list-style-type: none"> <li>• Tāngata Whai Ora or taiohi are able to access specialist AOD interventions and support to optimise health outcomes, in order to enhance health and wellbeing.</li> <li>• Maintain up to date knowledge of changes and developments within scope and addictions field.</li> <li>• Participate in regular professional supervision with an</li> </ul>

	<p>Acceptance and Commitment Therapy (ACT) and Motivational Interviewing (MI).</p> <ul style="list-style-type: none"> <li>• Provide whai ora or taiohi with appropriate tools and resources to promote wellbeing.</li> <li>• Develop and maintain networks of community, mental health and addiction support services.</li> <li>• Actively participate in the design, development and delivery of workshops and group-based approaches to harm reduction, substance use, addiction and wellbeing challenges.</li> <li>• Complete accurate clinical notes and other required data in RecordBase.</li> <li>• Ensure practice adheres to professional standards and that concerns/conflicts are immediately raised with the Team Coach.</li> <li>• Participate in the maintenance of a safe and healthy work environment for self and others.</li> </ul>	<p>appropriately qualified and DAPAANZ accredited supervisor</p> <ul style="list-style-type: none"> <li>• Service provision is whai ora or taiohi-led, safe, evidence-based, effective and appropriate to maximise wellbeing and address identified equity issues.</li> <li>• Adherence with relevant legislation including in regard to Privacy Act, Code of Rights, Health Information Privacy Code, Health Practitioners Competency Assurance Act, Mental Health Act</li> <li>• Practice adheres to relevant professional/DAPAANZ standards.</li> <li>• Works collaboratively with other team members to achieve integrated outcomes for whai ora and taiohi and provides an AOD Practitioner perspective through consultancy to the team.</li> <li>• Professional supervision takes place on a regular basis and attendance at both Pathways and external learning and development courses is a priority.</li> </ul>
<p><b>Support the operational management of the service in conjunction with the Team Coach</b></p>	<ul style="list-style-type: none"> <li>• Support the effective day to day running of services, in collaboration and coordination with Team Coach or Service and Relationship Manager.</li> <li>• Develop and maintain collaborative, communicative relationships with external services.</li> <li>• Ensure standard operational matters in regard to external agencies are dealt with in a professional and timely manner. Any complex issues are dealt with in conjunction with the Team Coach or Service and Relationship Manager.</li> <li>• Using Power BI, making sure that service information intelligence is used to understand and improve service delivery.</li> <li>• Provide effective after hours/on call support for employees and people using Pathways services, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• People using Pathways' and Real services are well supported by all team members.</li> <li>• The operational activities of teams that relate to service provision are well achieved.</li> </ul>
<p><b>Provide support and education to other team members to ensure service delivery is innovative,</b></p>	<ul style="list-style-type: none"> <li>• Attend and provide clinical expertise to service review meetings, ensuring employees receive appropriate support/education with a clinician in attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Education is provided to staff in models that focus on harm reduction, recovery and wellbeing.</li> <li>• Attention is paid to own learning and sharing of information</li> </ul>

<p>responsive and of a high quality - provided in accordance with current best practice, professional competencies and relevant internal and external standards</p>	<ul style="list-style-type: none"> <li>• Provide accurate and clear information to employees on current best practices that focus on recovery.</li> <li>• Emphasise the development of individual responsibility and for self-care and personal wellbeing.</li> <li>• Ensure personal knowledge is up-to-date and seek opportunities to share knowledge with whai ora, taiohi and other employees, ensuring knowledge inspires and empowers others.</li> <li>• Monitor all procedures in relation to clinical work to ensure the activities continue to meet organisational needs. Any improvement which can be made to existing procedures will be documented in an improvement request or discussed with the Team Coach.</li> <li>• Develop and implement innovative quality improvements to ensure the service offered is highly regarded at all times.</li> <li>• Provide effective on-call assistance as required</li> </ul>	<p>with staff and people using Pathways or Real Services.</p> <ul style="list-style-type: none"> <li>• On-call duties across services are delivered to a high standard.</li> </ul>
<p>Develop effective networks to ensure the service user pathway is seamless</p>	<ul style="list-style-type: none"> <li>• Ensure referrals are managed to completion and information required at referral is complete and entered into our client information management system.</li> <li>• Develop and maintain effective relationships with GPs, community agencies, Kaupapa Māori and Iwi services, Te Whatu Ora inpatient and Community Mental Health Teams, and whanau.</li> <li>• Use strong relationships and networks to deliver collaborative and effective services.</li> <li>• Actively contribute to the coordination of excellent internal service delivery by attending and actively participating in management meetings, team meetings and clinical care and other meetings as required.</li> <li>• Ensure the service offered has a focus on community engagement and social inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• All procedures regarding referral and assessment are undertaken in a timely manner.</li> <li>• Seamless service delivery occurs by ensuring all key support people are kept fully informed of all relevant information.</li> </ul>
<p>Relationship and network development</p>	<ul style="list-style-type: none"> <li>• Build direct relationships with Pathways stakeholders.</li> <li>• Maintain positive relationships with Wise Group staff and</li> </ul>	<ul style="list-style-type: none"> <li>• Strong, effective and continuing relationships increase the impact of your practice and of service provision.</li> </ul>

	<p>other Group members to support quality service delivery, and synergy across the group.</p> <ul style="list-style-type: none"> <li>• Work in partnership with others to supplement information available.</li> <li>• Consult and engage across all areas in the organisation, mental health and addiction sector and other relevant forums to promote integrated and collaborative service provision.</li> </ul>	
<p><b>Contribute to the ongoing success of Pathways and Real including reputation for excellence and innovation</b></p>	<ul style="list-style-type: none"> <li>• Represent Pathways and Real in a professional manner at all times.</li> <li>• Ensure employment policies and procedures are followed.</li> <li>• Provide positive and effective participation and collaboration with other Pathways employees.</li> <li>• Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively live Pathways' and Real values and philosophies.</li> </ul>
<p><b>Work in a culturally safe and respectful manner incorporating the principles of Te Tiriti o Waitangi, and being mindful of the cultural diversity of our communities</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and application of the articles of Te Tiriti.</li> <li>• Undertake all interactions in a respectful and culturally appropriate and sensitive manner.</li> <li>• Seek guidance regarding tikanga and culturally specific models, approaches and behaviors from appropriate sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates behaviour that recognises and is consistent with equity principles and practices.</li> <li>• Proactively provides service provision to Māori whānau.</li> <li>• Builds competence in working with Māori whānau.</li> <li>• Contributes to a positive team environment.</li> </ul>
<p><b>Provision of other related duties within capability, as assigned by your manager</b></p>	<ul style="list-style-type: none"> <li>• Performs other related duties within individual's capability as assigned by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• "Can do" attitude - operates as a team player and willing to perform any task required to support the organisation, business partners and other key stakeholders.</li> </ul>
<p><b>Be your very best</b></p>	<ul style="list-style-type: none"> <li>• Plan regular uninterrupted times to meet with your manager to review your 90-day plan and seek feedback on performance.</li> <li>• Actively attend and participate in regular coaching with your manager.</li> <li>• Actively develop personal leadership skills.</li> <li>• Develop a learning and personal development plan with your manager and implement this plan as agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• You are well prepared for any forums and meetings, sharing what's working and bringing ideas for continual improvement.</li> <li>• Your skills are current and your innate curiosity means that you are always seeking new learning opportunities.</li> <li>• You demonstrate behaviour that is consistent with equitable practices.</li> <li>• Your annual practicing certificate remains current.</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet the requirements for your continued registration with your professional body.</li> <li>• Share knowledge gained from professional development experiences.</li> <li>• Role model a healthy lifestyle.</li> </ul>	
<b>Think and Act as One</b>	<ul style="list-style-type: none"> <li>• Participate in creating a culture of think and act as one.</li> <li>• Actively participate in and contribute to national leadership forums and regional meetings.</li> <li>• Represent Pathways, Real and the Wise Group in a professional manner at all times.</li> <li>• Provide positive and effective participation and collaboration with other parts of the Wise Group.</li> <li>• Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards.</li> </ul>	<ul style="list-style-type: none"> <li>• The Wise Group based services feel connected to each other's work and each other.</li> <li>• You are highly regarded for your contribution regionally within the organisation.</li> <li>• The service continually repositions itself to meet perceived future need.</li> <li>• Projects and tasks are completed within agreed timeframes to agreed standards.</li> </ul>
<b>Be committed to safety and wellness in the workplace</b>	<ul style="list-style-type: none"> <li>• Take responsibility for personal wellbeing and health management within the workplace.</li> <li>• Comply with legal obligations and safety and wellbeing policies and procedures.</li> <li>• Role model excellent safety and wellbeing practices by reporting identified workplace incidents, near misses and/or hazards through the safety and wellbeing system as per Wise Group safety and wellbeing policy and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe for self and others.</li> <li>• Policies and procedures are understood and followed as designed.</li> <li>• All safety and wellbeing reportable events are accurately reported within specified timeframes.</li> </ul>

## Accountabilities

<b>Authority</b>	<ul style="list-style-type: none"> <li>• Financial – Nil</li> <li>• Operational - Nil</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

## Know how

	Essential	Preferred
Practical and Technical Knowledge/Qualification	<ul style="list-style-type: none"> <li>• Hold a current annual practicing certificate.</li> <li>• Has a full registration with DAPAANZ.</li> <li>• Holds a Level 7 qualification</li> <li>• Meets the requirements of the Health Practitioners Competence Assurance Act (2003).</li> <li>• Excellent written and verbal communication skills.</li> <li>• Attention to detail, particularly regarding written documents.</li> <li>• Excellent time management, organisation and file maintenance.</li> <li>• Actively communicates outcomes or progress.</li> <li>• Demonstrated capability in working with Māori whānau.</li> <li>• Full, clean NZ driver's license.</li> </ul>	<ul style="list-style-type: none"> <li>• Courses and training relevant to Mental Health and Addictions.</li> <li>• Post graduate qualification relevant to role.</li> <li>• Innovative and problem solving.</li> <li>• Ability to work autonomously and is self-directed.</li> <li>• Sound understanding of tāngata whai ora or taiohi and mental health illness from clinical and AOD theoretical frameworks.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Knowledge of AOD challenges within the community.</li> <li>• Addiction practice within a mental health and addictions setting.</li> <li>• Broad knowledge of community health services, resources and aligned organisations.</li> <li>• Two years clinical experience in a mental health and/or addictions setting.</li> <li>• Commitment to the highest standards of Counselling practice.</li> <li>• Knowledge of legislation and government policies and procedures that relate to health service delivery in a community-based setting.</li> <li>• Working knowledge of Microsoft Office suite, including MS Teams and Sharepoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a multi-disciplinary team and across sectors.</li> <li>• Understanding of, and an affinity with, Te Reo Māori and Tikanga Māori.</li> <li>• Group work and/or facilitation experience.</li> <li>• Knowledge of sensory modulation and trauma informed approaches.</li> <li>• Experience delivering care via telehealth.</li> <li>• Knowledge of and experience using brief intervention therapies (CBT, ACT, MI)</li> <li>• Ability to learn new computer programmes and skills.</li> <li>• Delivering support to reduce health inequities for Māori.</li> </ul>