

Position Description



Title	Senior Worker AOD Family Reunification Clinician
Business Unit	Children, Youth and Families
Location	Based in Bairnsdale with travel across Gippsland required
Employment type	Fulltime Ongoing
Reports to	Manager – Children, Youth and Families

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The primary focus of this role is to provide the highest quality of assessment and counselling, and care and recovery to parents who are required to comply with AOD treatment conditions as part of their child's family reunification order and to support other members of the Family Reunification team located in Gippsland.

3. Scope

Budget:

nil

People:

- May provide support and supervision to two direct reports (AOD Family Reunification Clinicians)

Approved by: (position [see delegations of authority policy])	Page 1 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Senior Worker AOD Family Reunification Clinician

4. Relationships

Internal:

- AOD Family Reunification Coordinator
- Catchment Managers
- Uniting AOD Clinicians
- Uniting employees

External

- Clients, Families and Guardians
 - DHHS
 - Family Services
 - Other health and welfare services as required
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5. Key responsibility areas

Service delivery

- Maintain a caseload of clients including developing treatment plans and providing effective counselling interventions to meet the individual needs of clients, including those with complex needs, and their families
- Manage identified complex and challenging cases
- Support the Manager of Children, Youth and Families in providing guidance and assistance to AOD Reunification Team that reflects Best Practice Model and demonstrate the values and expectations of Uniting
- Assume higher responsibilities in absence of the Manager Children, Youth and Families were required
- Provide supervision to staff and students
- Contribute to the evaluation and report on the overall performance of the family reunification program in Gippsland
- Contribute to the development of appropriate operational manuals for the family reunification programs, including referral and assessment procedures.
- Ensure that client, counsellor, care and recovery coordination and program goals are met in accordance with established program policies and procedures, agency expectations, funding guidelines and legislation
- Assist in the induction and support of new staff
- Act as point of contact for the family reunification program for external stakeholders
- Maintain the required clinical caseload and meet associated agency and funding body administrative requirements (record keeping, statistical data entry)
- Assist in the coordination and collation of annual client feedback forms for family reunification services
- Contribute to referrals, assessments, client counselling and care and recovery work as necessary
- Assist to manage and maintain the waiting list
- Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice guidelines including Family Inclusive Practice, Dual Diagnosis principles and the Best Interests of children
- Provide outreach services to clients and other locations as required
- Develop and maintain collaborative working relationships with Child Protection, Child First and Family services
- Employees must be willing and able to travel during the course of fulfilling the duties of their position, and may be required to operate out of various Uniting locations
- To ensure we offer accessible services to clients and families, Uniting offers some programs that are outside of normal business hours. Employees in these programs are required to be available to work after hours as agreed with their supervisor

Administration and finance

- Assist to maintain adequate systems so all family reunification records are maintained according to legislative requirements.

Approved by: (position [see delegations of authority policy])	Page 2 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Senior Worker AOD Family Reunification Clinician



- Ensure accurate and up to date records are kept regarding operational activity i.e. case notes, reports, supervision records etc.
- Assist in the preparation and writing of relevant reports.
- Undertake other duties as required by the Practice Leader/Manager

Quality and risk

- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation
- Promote a legislative compliance culture throughout the organisation and ensure that you are conversant with relevant laws, regulations, industry codes and policies/procedures that may impact day-to-day activities.
- Participate in Clinical Governance Committee to formulate, monitor and implement changes in clinical practice, workforce development and risk management across the organisation.
- Contribute to internal audits as required
- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person

People and teams

- Provide support, guidance and coaching, to the team
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Approved by: (position [see delegations of authority policy])	Page 3 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Senior Worker AOD Family Reunification Clinician

6. Performance indicators

- These are optional for the time being, but will be mandatory as a performance management and development framework (and process) evolves.
 - Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.
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7. Person specification

Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24 months of employment)

Experience

- Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis clients and in working with families.
- Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioral Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.
- Experience in supervising staff desirable

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis clients and families.
 - Demonstrated experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.
 - Demonstrated experience to provide leadership to others.
 - Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
 - Proven ability to work with a range of people and organisations (including specific work groups such as Aboriginal, CALD and Forensic clients) in a non-judgemental and respectful manner.
 - Strong organisational, reporting and administrative skills.
 - A demonstrated commitment to teamwork and the ability to take appropriate responsibility for the welfare of clients.
 - Ability to convey warmth, openness, empathy and concern for the welfare of clients.
 - Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
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8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Manager

Approved by: (position [see delegations of authority policy])	Page 4 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>



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