

# Position Description

<b>Title:</b>	AOD Care and Recovery Clinician
<b>Business Unit:</b>	ReGen – Inner North Catchment
<b>Location:</b>	202 Nicholson Street, Footscray
<b>Employment type:</b>	Full time (76 hours per fortnight)
<b>Reports to:</b>	Supervision Support Coordinator

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## About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

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## Position purpose

To ensure integrated catchment wide planning and service provision this position is overseen by the Supervision Support Coordinator on behalf of the Catchment Manager to ensure a consistent catchment wide response to clients requiring AOD treatment and support. They will also receive day to day support and direction from the relevant site based supervisor. The role works in an integrated and coordinated fashion with AOD service streams (Intake and Assessment, Counselling, Care Coordination, Non Residential and Residential Withdrawal, Residential

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Approved by: Executive Officer	Page 1 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

## Position description

### AOD Care and Recovery Clinician

Rehabilitation and Youth services) as well as related sectors to provide an integrated catchment wide service response.

#### Scope

**Budget:** Nil

**People:** Nil

#### Relationships

##### Internal:

- Supervision Support Coordinator
- Clinical Consultant / Intake
- Counselling Coordinator
- Family Violence Advisors
- Catchment Manager
- Clinicians, Counsellors and other ReGen staff

##### External

- Clients, Families and Guardians
- GP's
- Mental Health Services
- Housing and Homeless Support Services
- Child Protection
- Debt / Financial Counselling
- Employment Services

#### Key responsibility areas

##### Provision of Treatment Services

- Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis principles.
- Provide flexible support using a range of appropriate treatment contexts such as: office-based, outreach, and remote support (telephone, telehealth etc).
- Case manage complex clients, facilitate, coordinate and support clients throughout the life cycle of their treatment plan.

## Position description

### AOD Care and Recovery Clinician

- Provide high quality pre and post care coordination services to clients and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles.
- Provide pre-care support for clients until their engagement with services commences.
- Provide flexible coordination and support and targeted interventions to clients and family members, to enhance the client's engagement and retention in treatment and facilitate re-entry for clients who have disengaged or relapsed following treatment. These interventions may include:
  - Conducting assessments of clients' AOD treatment and recovery needs and assisting clients to develop holistic treatment plans to meet these needs
  - Providing practical assistance, such as transport to key appointments and facilitating access to relevant services
  - Opportunistic motivational interviewing and supportive counselling with the aim of retaining clients in treatment
  - Provision of harm reduction information and education
  - Coordination of and contribution to case conferences to facilitate integrated and consistent treatment across services
- Facilitate client access to a range of appropriate treatment options and service providers, both internally and externally, to address their AOD use and meet long term recovery goals.
- Develop individual long term recovery plans by assisting clients to identify achievable and relevant goals
- Utilise the Drug & Alcohol Outcome Star and/or other outcome measure to identify goals, track and monitor progress across a range of recovery domains and provide clients with tangible evidence of the effectiveness of their treatments.
- Work with clients and their families to develop holistic discharge plans that support meaningful social and economic participation and other practical aspects of recovery.
- Provide post care support including assisting clients and their families to negotiate their treatment journey beyond the AOD sector as required.

Approved by: Executive Officer	Page 3 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

## Position description

### AOD Care and Recovery Clinician

- Follow up with clients at 3 and 12 months' post treatment to track progress of recovery and support reengagement with AOD treatment or other supports where appropriate.
- Participate in daily clinical reviews to ensure appropriate treatment planning and care coordination is in place and reviewed regularly.
- Identify the needs of vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service agents.
- Provide clinical expertise and secondary consultation to other health and welfare services including the provision of offsite assessments to facilitate clients' access to AOD treatment.
- Responsibility and nominations rights to supported accommodation property through transitional housing. Ability to case manage stable clients in supported accommodation and establish exit plans into private or public housing.

#### **Professional liaison and consultation**

- Develop and maintain collaborative and productive working relationships with a range of stakeholders including GPs, mental health services, hospitals, family services, housing workers and homeless support, child protection, debt/financial counselling, employment service and other stakeholders.
- Develop strong community and sector connections to support improved coordination of catchment service planning, delivery and review.
- Develop relationships within the sector, identifying new partnerships and enhancing existing ones to improve interagency collaboration and recovery pathways for clients.
- Establish and maintain strong connections with all AOD services across the catchments including intake and assessment, withdrawal, counselling, residential rehabilitation and youth services and other AOD family and mental health service types.
- Work closely with other relevant services to coordinate service planning and avoid duplication of recovery supports.
- Participate in team planning, steering groups, reference groups and working parties inside and outside the agency as appropriate.
- Maintain regular communication and feedback with the Clinical Consultant and the wider organisation regarding clinical issues and service coordination.

Approved by: Executive Officer	Page 4 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

# Position description

## AOD Care and Recovery Clinician

### Supervision and professional development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by ReGen and attend relevant training as required.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution;

### Administration

- Maintain up to date progress notes, case files and data entry in a confidential manner.
- Actively participate in the revision and development of policies, clinical guidelines and treatment programs.
- Adhere to site specific policies and procedures where applicable
- 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
- 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.
- Undertake other duties as directed by the supervision support coordinator and catchment manager.

### Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Promptly respond to and report health and safety hazards to the Senior Manager or General Manager People and Culture; incidents and near misses are to be reported via [incidents@vt.uniting.org](mailto:incidents@vt.uniting.org)
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting’s values and professional standards of behavior...
- 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.

Approved by: Executive Officer	Page 5 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

## Position description

### AOD Care and Recovery Clinician

- Promptly respond to and report health and safety hazards, incidents and near misses to General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### 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).
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).  
(refer to appendix A for details on competencies)

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Proven skills in the application of assessment, case coordination, case management, case formulation, development of Individual Treatment Plans and discharge planning.
- Experience in dealing with complex clients and experience working with AOD or dual diagnosis clients.
- Highly developed communication and conflict resolution skills.
- Proven reporting writing skills.
- Capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders.
- Ability to contribute to formal intra and inter service program development and evaluation activities.
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- Ability to convey warmth, openness, empathy and concern for the welfare of clients.
- Capacity to maintain file records and data collection processes as required.
- Current Drivers Licence

### Appendix A

#### AOD Competencies

Approved by: Executive Officer	Page 6 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

## Position description



### AOD Care and Recovery Clinician

ReGen requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies ReGen will invest in the person's professional development by providing them through its RTO.

**The competencies required in the first 12 months of employment are;**

CHCAOD001 - Work in the AOD sector – 4 days

CHCAOD004 - Assess needs of clients with AOD issues and

CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

**The competencies required in the second 12 months are;**

CHCAOD002 - Work with clients who are intoxicated – 3 days

CHCAOD006 - Provide interventions for people with AOD issues

CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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## 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.

Uniting is also committed to equal opportunity and ensuring the workplace is reflective of the community. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability.

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

Approved by: Executive Officer	Page 7 of 8	Division: Alcohol and Other Drugs
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

# Position description

## AOD Care and Recovery Clinician

### Employee

Name:

Signature:

Date: