

Position Description

Title:	Team Leader, Catalyst Programs
Business Unit:	Catalyst Programs – Uniting AOD & MH (Metro) Division
Location:	53 Webb St., Narre Warren
Employment type:	Full Time (76 hours per fortnight), Ongoing
Reports to:	Manager of Catalyst & Consumer Participation Programs & Manager of Community Mental Health, AOD & MH (Metro) Division

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.

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

Position purpose

To provide clinical leadership and coordinate the implementation and review of an evidenced based program intended to:

- Provide behaviour changing interventions to assist individuals to reduce or cease harmful alcohol and drug use;
- Assist participants to establish healthier lifestyles free of problematic alcohol and drug use; and
- Assist participants to avoid and better manage relapse.
- Assist participants to make the link between their offending behaviour with contributing factors
- Provide behaviour changing interventions to decrease recidivism

As a team leader position, approximately 30% of this position will be spent in team leadership activities including supervision, task allocation and other leadership tasks. The remaining 70% will include all clinical work. This percentage breakdown is only a guide and may vary given the changing needs of the program.

Scope

- | | |
|----------------|---|
| Budget: | <ul style="list-style-type: none">• Nil |
| People: | <ul style="list-style-type: none">• AOD Counsellors – Catalyst Programs |

Relationships

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

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Internal:

- Reports to Managers – Catalyst Programs Programs & Manager of Community Mental Health, AOD & MH (Metro) Division
- Liaises with: Uniting AOD & MH (Metro) managers
- Clinicians, Counsellors and all other AOD & MH (Metro) Staff

External

- Clients, Families & Significant Others
- GP's and Hospitals
- Mental Health Services
- AOD Services
- Family Services and Department of Families, Fairness, and Housing (DFFH)
- Housing Workers and Homeless Support
- Debt / Financial Counselling
- Employment services
- Corrections, courts and Legal Services

Key responsibility areas

Provision of Treatment and Education 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.
- Coordinate activities to support the design, implementation and evaluation of Harm Reduction based non-residential alcohol and drug programs in consultation with the Catalyst Manager.
- Oversee the delivery of intake, assessment and program induction activities. Ensure that such activities occur in collaboration with intra and inter service providers.
- Ensure that clients on the waitlist have Interim Support Plans in place.
- Ensure the implementation of case planning, clinical review and discharge planning activities.
- Ensure that intake, counselling and group program activities are delivered to a high standard
- Provide individual counselling and work with clients to develop, implement and review their individual treatment goals including discharge plan
- Facilitate a range of therapeutic and psycho educational groups, including group interventions for families and significant others.
- Demonstrate proficiency in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Participate in 'housekeeping' activities that support the day to day operation of the program.

Program Development & Review

- Ensure that program activities are in accordance with the project contract.
- Promote client participation in formal internal and external evaluation activities.
- Actively contribute in formal intra and inter service program development and evaluation activities which may include participating in working parties.
- Participate in program marketing activities.

Professional Liaison & Consultation

- Develop collaborative and productive relationships with intra and inter service providers and stakeholders.
- Collaborate with existing service providers and facilitate referrals to other services if indicated.
- Maintain regular communication and feedback with the Catalyst and Community Mental Health Managers regarding program activities.
- Participate in evaluation of program activities and contribute to the development of strategies to ensure the smooth operation of the program and ensure that client needs are met.

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Supervision and Professional Development

- Foster collaborative team relationships and staff participation in program development and evaluation activities.
- Coordinate the implementation of referral pathways and marketing of program activities.
- Contribute to the development of operational guidelines and policies.
- Provide clinical leadership, consultation and supervision to program staff.
- Ensure that staff fulfil the clinical responsibilities of their positions.
- Take an active role in ensuring that you receive the support and supervision necessary for the ongoing effectiveness of the team.
- Take an active role in your own professional development to ensure that you have the skills necessary to fulfil your role.
- Actively participate in ongoing professional development via the annual performance review, individual and group supervision provided by Uniting and attend relevant training as required.

Administration

- Maintain file records and data collection processes as required.
- Participate in the recruitment of program staff.
- 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 Catalyst Manager.

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 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.
- 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

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 12 months of employment).

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- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).

Note: refer to appendix A for details on competencies

Experience

- Significant experience working with AOD or dual diagnosis clients.
- Substantial experience in providing clinical assessments and interventions with clients with drug and alcohol issues and/or dual diagnosis clients.
- Demonstrated knowledge of criminogenic factors contributing to AOD use and recidivism.
- Significant experience implementing interventions that address criminogenic needs contributing to AOD use and recidivism.
- Demonstrated experience coordinating the design, implementation and review of program activities.
- Significant experience in group work
- Significant experience in Cognitive Behavioural Therapy
- Demonstrated experience in clinical leadership, consultation and supervision of program staff.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions).
- Capacity to facilitate a range of individual and group therapeutic interventions, including group interventions for families and significant others.
- Demonstrated proficiency in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Commitment to high quality care and ability to work effectively with clients with alcohol and other drugs dependency in a harm minimisation framework.
- Highly developed communication, written and conflict resolution skills.
- Capacity to develop collaborative and productive working relationships with intra and inter service providers and stakeholders.
- Highly developed time management and organisational skills.
- Capacity to maintain file records and data collection processes as required.
- Demonstrated commitment to appropriate supervision and professional development.
- Current Driver's License.

Appendix A - AOD and Dual Diagnosis Competencies

The competencies required in the first 12 months are;

- CHCAOD001: Work in an alcohol and other drug context
- CHCAOD002: Work with clients who are intoxicated
- CHCAOD004: Assess the needs of clients with alcohol and/or other drug issues
- CHCAOD009: Develop and review individual alcohol and other drug treatment plans

The competencies required in the first 24 months are;

- CCHAOD006: Provide interventions for people with alcohol and other drug issues.
- CHCAOD007: Develop strategies for alcohol and other drug relapse prevention and management

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.

Approved by Tessa Alley	Page 4 of 5	Division: People and Culture
Date Approved: March, 2021	Printed copies of this document are not controlled.	Next Review Date: Dec, 2021

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

Employee

Manager

Name:

Signature:

Date: