

# Position Description

<b>Title</b>	Senior Harm Reduction Clinician
<b>Business Unit</b>	Harm Reduction & Overdose Prevention Program
<b>Location</b>	Coburg & Preston
<b>Employment type</b>	Part Time (45.6 hours per fortnight), Ongoing
<b>Reports to</b>	Team Leader, Harm Reduction & Overdose Prevention Program

## 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

### 1. Position purpose

The focus of this role is to deliver services to clients, families and staff of other alcohol and other drug organisations within the Inner North and North catchments to minimise the risk of overdose for at risk populations.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Harm Reduction & Overdose Prevention Program
- Advocacy Research Lead (Indirect reporting)
- Uniting AOD Catchment Manager and Manager Integrated Clinical Practice
- Consumer Participation Facilitator (Liaison – consumer engagement)

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#### External

- Clients, Families & Carers (Direct care provision and service feedback)
- Catchment-based Intake/Assessment and other AOD treatment services (Liaison – At-risk client identification & engagement & staff training & support)
- Catchment-based harm reduction services (Liaison - developing partnerships, client pathways and innovative practice)

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## 4. Key responsibility areas

### Service delivery

- Undertake client assessments, provision of information and training (including for families and significant others), counselling, brief interventions and care and recovery work for those with more complex needs.
- Maintain the required clinical/training caseload and meet associated agency and funding body administrative and reporting requirements (record keeping, statistical data entry, timely reporting).
- Contribute to the development, and implementation of the Harm Reduction and Overdose Response program model.
- Assist with the development of the Harm Reduction and Overdose Response Program network by liaising with and establishing partnerships with AOD treatment, harm reduction and peer-b Delivery of Needle & Syringe Program and provision of Naloxone?ased services to ensure responsive and innovative service provision.
- Extensive knowledge of pharmacotherapy options and service access
- Contribute to the monitoring, evaluation and reporting on the overall performance of the Harm Reduction and Overdose Response program.
- Contribute to the development of appropriate operational manuals, policies and procedures for the Overdose Response.
- Contribute to administration of the service delivery of the program according to agency policies and procedures and funding body requirements.
- Contribute to program delivery quality and target achievement in accordance with established program policies and procedures, agency expectations, funding guidelines and legislation.
- Engage and collaborate with key stakeholders including the Medically Supervised Injecting Room.
- Promote the Harm Reduction and Overdose Response program to external stakeholders.

### Administration

- Utilise systems so all Harm Reduction and Overdose Response program records are maintained according to legislative and DHHS funding requirements.
- Ensure the maintenance of up to date progress notes, case files and data entry across teams and they are kept in a confidential manner.
- Ensure accurate and up to date records are kept regarding operational activity i.e.: timesheets and meeting minutes.
- Assist in the preparation and writing of relevant reports.

### Quality and risk

- Contribute to the achievement of quality improvement, both in 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
- Contribute to legislative compliance ensuring familiarity and adherence to relevant laws, regulations, industry codes and policies/procedures that may impact on day-to-day activities. Reporting breaches and incidents to the Responsible Officer and/or other Officers as necessary.
- Contribute to internal audits as required.

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#### 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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## 5. 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).

### Experience

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

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Extensive experience in the provision of counselling services preferably with AOD or dual diagnosis clients.
- Significant experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.

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- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm (in particular, effective harm reduction strategies)
- Proven ability to work with a range of people and organisations (including specific 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 individual and team 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.
- Current Australian Drivers Licence

Uniting AOD services requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies Uniting AOD 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 and
- CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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## 6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.**

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## 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: