

# Position Description



<b>Title</b>	Specialist Alcohol & Other Drug Clinician
<b>Business Unit</b>	Alcohol and Other Drug Community Service, Wellbeing Services
<b>Location</b>	105 Dana Street, Ballarat, VIC 3350
<b>Employment type</b>	Full-time   Maximum Term (until 30 June 2022)
<b>Reports to</b>	Coordinator - Alcohol and Other Drug Community Services

## 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

To provide various alcohol & other drug treatment modalities, to clients within the Central Highlands and Grampians region which are funded by the state and federal government. These programs and services aim to prevent and reduce the harms associated with alcohol & other drug use.

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

- Internal:**
- Coordinator Alcohol & Other Drug Community Services
  - Wellbeing Services Programs

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- Uniting Wimmera Alcohol & Other Drug Services
- Uniting Community Programs

### External

- Department of Health and Human Services & Primary Health Network
- Department of Justice
- Australian Community Support Organisation
- Area Mental Health and range of other professionals and services

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## 5. Key responsibility areas

### Service delivery

- Deliver treatment modalities such as counselling and effective case management to clients with complex needs in line with treatment guidelines established by the Department of Health and Human Services (DHHS) and contracts with the Primary Health Network (PHN).
- Receive referrals from central AOD intake services, complete comprehensive assessments and develop individual treatment plans.
- Provide treatment modalities to clients with forensic backgrounds, compose court reports and communicate concisely to the department of justice and other legal parties.
- Deliver treatment into the Grampains and Goldfields catchments.
- Promote overdose awareness and education to individuals and the community, along with identifying possible pharmacotherapy options and seek consultation with internal specialists and prescribers.
- Assist the AOD community program to deliver the Needle & Syringe Program (NSP) to the community.
- Coordinate and attend case planning meetings when required.
- In consultation with the Non Residential Withdrawal program, refer clients to residential facilities and liaise with various stakeholders pre and post treatments.
- Support clients to access appropriate housing, mental health, medical, financial, academic and recreational activities if required by utilising internal and external community pathways.
- Support and educate students and volunteers whilst undertaking placements at Uniting.
- Assist with other duties as required by the AOD Community program and the Uniting Organisation.

### Administration and finance

- Consistently strive to achieve targets set by DHHS and PHN and provide data within the required timelines.
- Deliver a high quality service within program budgeting.
- Operate program service within Uniting financial procedures and policies.

### Quality and risk

- Support the provision of a high-quality service through adherence to Uniting Quality and Risk management policies and procedures.
- Attend Intake and Risk Assessment weekly meetings.
- Assess, record and report identified risks to client and staff in line with Uniting and relevant agency policies.

### 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.

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- 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.

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#### 6. Performance indicators

- Participate in Performance Management Systems, Individual Performance Plans and Supervision requirements to provide a structure for goal setting, performance review and development.
- Strive to achieve annual Drug Treatment Activity Units or Episodes of Care within the capacity of the service.

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#### 7. Person specification

##### Qualifications

- Relevant health and/or welfare tertiary qualification such as Social Work, Psychology, Nursing or Allied Health Services.
- Certificate IV in AOD, or completion of core competencies within the first 12 months of employment.

##### Experience

- Familiarity with the Alcohol and Other Drug Sector, knowledge of the relationship with the Forensic system and Central intake Services will be highly regarded.

##### Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions).
- Proven ability to engage clients with complex needs with skill, empathy and non-discriminatory service provision and coordinate case management.
- Commitment to engage in ongoing personal development and assist the AOD Community program to improve its service delivery.
- Knowledge and understanding of issues of alcohol, drug use and mental health disorders and their impact.
- Sound assessment skills and experience providing Individual Treatment Plans
- An understanding of, and commitment to, harm minimization policy and practice.
- Knowledge of local services and resources with the ability to network and relate well to both internal and external stakeholders.
- A high level of administrative and computer literacy and efficiency working with various software systems
- An Unrestricted Drivers licence and a willingness to undertake regional travel.

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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

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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
Name:		
Signature:		
Date:		