

Position Description



Title:	Team Leader
Business Unit:	Youth Residential Withdrawal – Alcohol and Other Drugs and Mental Health
Location:	Tabor House, Ballarat Vic 3352
Employment type:	Full Time
Reports to:	Manager, Youth Residential Withdrawal – Alcohol and Other Drugs and Mental Health

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

Position purpose

The Team Leader, Tabor House is responsible for the ongoing coordination of the youth community residential drug withdrawal service, the development and maintenance of links with key stakeholders, and for contributing to Uniting AOD & MH Services' capacity to provide policy advice on youth alcohol and other drug issues. The Team Leader, Tabor House provides place-based management oversight in line with AOD clinical governance as uniform across all Uniting AOD Services, and works closely with the Manager, Youth Residential Withdrawal to ensure practice consistency across residential AOD treatment.

Scope

Budget: \$1.5m (in coordination with the Manager, Youth Residential Withdrawal)
People: Up to 15 staff, including casual staff

Relationships

Internal:

- Senior Managers
- Other Uniting AOD & MH staff

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>

Position description

Team Leader – Youth Residential Withdrawal – AOD & MH

External

- State and Commonwealth Funding bodies
- Forensic Services
- Clients and their families/significant others
- Other key stakeholders

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 evidence-based clinical assessment and medical management and supervision of clients wishing to reduce, stabilize or cease their problematic use of alcohol or other drugs in coordination with the Manager, Youth Residential AOD Withdrawal.
- Coordinate the provision of a safe and hospitable environment for young people to undergo alcohol and other drug withdrawal and respite.
- Develop and maintain a 24 hour roster to meet service needs.
- Oversee case planning to ensure that residential withdrawal and respite is provided in the context of ongoing treatment.

Program Development and Review

- Oversee the development of a program of recreational and educational activities for clients in the service
- Develop family sensitive practices models to enhance treatment outcomes to clients and their families.
- Develop mechanisms for ongoing review and evaluation of the service.

Supervision and professional development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision, and relevant training as required.
- Supervise students during placement and provide formal supervision if holds the appropriate qualifications as required by their educational institution (e.g. Social Work).
- Provide effective leadership to staff so they understand and can achieve service priorities.
- Support, develop and supervise staff so that they fulfil their roles and achieve service targets.
- Ensure staff fulfil the responsibilities of their positions.
- Ensure that regular meetings are held with staff, which encourage:
 - Information Sharing
 - Uniform approaches to service delivery
 - Training and continuing education
 - Staff involvement in service development
- Make recommendations as appropriate or as required on the appointment, promotion, disciplinary action or reclassification of staff.
- Take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area.

Position description

Team Leader – Youth Residential Withdrawal – AOD & MH

- Appraise and counsel staff at least annually in accordance with approved procedures.
- Identify and manage the training requirement of the service.

Supervision of the Operating Budget

- Prepare draft budgets and budget reports to plan and monitor service expenditure, in conjunction with the Director of Clinical Services.
- Monitor approved budget and advise manager of any variations.
- Ensure that programs operate within budget.
- Ensure services meet requirements of any funding body.

Administration

- Maintain file records, data collection processes and reporting as required.
- 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 Manager – Youth Residential Withdrawal

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 Vic.Tas. 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 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

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

Position description

Team Leader – Youth Residential Withdrawal – AOD & MH

Qualifications

- Relevant health and or welfare tertiary qualification. Registered Nurse is preferred, however consideration is given to candidates with a background in Social Work, Psychology, or other Allied Health.
- Certificate IV in AOD or Alcohol and Other Drug core competencies (or willingness to complete the core competencies within the first 12 months of employment).
- **(refer to appendix A for details on competencies)**

Experience

- Demonstrated ability to effectively work with young people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions).
- Demonstrated experience in managing and operating a similar role in health service team.
- An understanding of the needs of complex young clients utilising an Alcohol and Other Drug service.
- Demonstrated ability to effectively communicate, mediate and negotiate (including the ability to resolve conflict and solve complex problems) with a range of people, including service users, families, staff and other key stakeholders.
- Demonstrated ability to set and achieve objectives and the ability to undertake forward planning and manage planning implementation.
- Ability to understand and take appropriate responsibility for the physical care of clients (including service infection control procedures).
- Demonstrated ability and willingness to work as part of a multi-disciplinary team, to take appropriate individual and team responsibility for the welfare of staff and clients, and to contribute to the maintenance of a safe and hospitable environment for clients in the service.
- Demonstrated skills in teamwork and use of conflict resolution processes
- Current Drivers Licence

APPENDIX A AOD Competencies:

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

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

Position description

Team Leader – Youth Residential Withdrawal – AOD & MH



- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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.

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>