

# Position Description

<b>Title</b>	Specialist Alcohol and other Drugs Clinician
<b>Business Unit</b>	Alcohol and other Drugs
<b>Location</b>	185 Baillie Street Horsham 3400
<b>Employment type</b>	Part-time (0.50), ongoing
<b>Reports to</b>	Team Leader of Youth Support and AOD

## 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

To provide various alcohol & other drug treatment modalities, to clients within the Grampians region. These programs and services aim to prevent and reduce the harms associated with alcohol & other drug use.

### 2. Scope

**Budget:**

*nil*

**People:**

*nil*

### 3. Relationships

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#### Internal

- Team Leader of Youth Support and AOD
- Manager
- Youth and AOD team
- Intake
- Uniting Wimmera employees

#### External

- ACSO and COATS
- Other community services organisations including but not limited to GCH, DHHS, Salvo's, detox and rehabilitation centers.
- Child Protection and Department of Justice
- GP's
- Allied Health Services

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## 4. 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 Families Fairness and Housing (DFFH)
- 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.
- Promote Overdose Awareness and education to individuals and the community along with identifying possible Pharmacotherapy options and seek consultation with internal specialists and prescribers.
- Provide counselling supports positive behavioral change in people by providing evidence-based therapeutic individual, group and family counselling interventions.
- 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 families and carers with brief interventions, and provide education to other community services when required.
- Support and educate students and volunteers whilst undertaking placements at Uniting.
- 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.
- Continue to build 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
- Continuously build knowledge of local Services and Resources with the ability to network and relate well to both internal and external stakeholders.
- An understanding of, and commitment to, harm minimization policy and practice.
- Assist with other duties as required by the AOD Community program and the Uniting Organisation.

### 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

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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 line supervisor and the wider organisation regarding clinical issues and service coordination.

#### 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.

#### Quality & Risk

- Support the provision of a high-quality service through adherence to Uniting Quality and Risk management policies and procedures.
- Assess, record and report identified risks to client and staff in line with Uniting and relevant agency policies.
- 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.
- 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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#### 5. 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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#### 6. Person specification

##### Qualifications

- Relevant health or welfare Tertiary Qualification such as Psychology, Counselling, Social Work, Nursing, or Allied Health.
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 12 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)

##### Appendix A

##### AOD Competencies

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

- Can be completed all in first 12 months if appropriate

##### Experience

- Experience delivering a range of counselling modalities to this client group
- Familiarity with the Alcohol and Other Drug Sector, knowledge of the relationship with the Forensic AOD System and Central Intake Services.

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
- **Client focused:** an understanding of the complex issues that may lead to a person/s. Barriers to the young person accessing services and/or completing tasks. Ability to respond in a manner that is engaging, flexible and sensitive to individual needs
- An understanding of, and commitment to, harm minimization policy and practice.

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- **Culturally aware:** values diversity in the delivery of services to young people and families including but not limited to those from CALD and indigenous backgrounds
- **Inclusivity:** of individuals who might otherwise be excluded or marginalized
- **Team work:** provide proactive to support others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Professionalism:** An ability and commitment to working cooperatively internally and with existing agencies in the delivery of services to young people
- **Flexible:** When you're flexible, you're versatile, resilient and responsive to change. Changes in the community services sector are ongoing and the ability to be flexible assist in the ease of transitioning between stages.

#### Other key success factors:

- Competent computer skills.
- Excellent oral and written communications skills, including experience in the preparation of case noting, reporting and client records.
- Excellent communication skills and interpersonal skills demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Sound judgment and problem-solving skills to contribute to the planning and development of the service.
- Demonstrated commitment to professional development, employee orientation and training.
- Knowledge of the statutory requirements related to Youth Support programs.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development, employee orientation and training.
- An understanding of and commitment to the programs of Uniting Wimmera
- **Certificates, licenses and registrations:** current eligible motor vehicle license to drive in Australia; current National Police Record Check; and Working with Children Check.

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## 7. 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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## 8. Acknowledgement

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

### Employee

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