

# Position Description

<b>Title</b>	Senior Alcohol and Other Drugs (AOD) Clinician
<b>Business unit</b>	Mental Health and Wellbeing Locals Service
<b>Location</b>	1 Danaher Drive, South Morang
<b>Employment type</b>	Part Time, Maximum term
<b>Reports to</b>	Team Leader Harm Reduction & Complex Care Manager Non-Residential Rehabilitation and Complex Care

## 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 Mental Health and Wellbeing Locals Service (MH&WS) is an innovative solution to deliver on the compelling vision outlined through the recommendations of the Royal Commission into Victoria's Mental Health System (RCVMHS). Neami is the key provider of this service, and the service will be delivered in partnership with Uniting, Drummond Street Services (Drummond St), and the Victorian Aboriginal Health Service (VAHS). The Mental Health & Wellbeing Service will provide a 'no wrong door' approach and support members of the community to be connected to the right support. The service is designed to provide a holistic approach to care, addressing a range of social, physical, and emotional needs informed by the Collaborative Recovery Model (CRM). The Mental Health & Wellbeing Service will have a strong focus on lived experience and will support a high engagement, multi-disciplinary team model.

The purpose of this position is to reduce AOD related harms to individuals and their families. The Clinician role will:

- Work in integrated and coordinated service streams including MH, Family services, and AOD.
- Conduct Biopsychosocial and AOD assessments to identify treatment goals.
- Increase awareness among consumers and their families about AOD services and available program types.
- Provide AOD evidence-based interventions.

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## 2. Scope

**Budget:** Nil

**People:** Nil

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## 3. Relationships

### Internal

- Program Staff
- Uniting Employees
- Uniting Volunteers

### External

- Mental Health and Wellbeing Service staff from Neami and Drummond Street Services
  - Consumers, Families, Guardians and other support people
  - GP's
  - Allied Health Services
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## 4. Key responsibility areas

### Service delivery

This role will provide high quality engagement, assessment, treatment and support services to individuals and their families, through evidence-based, therapeutic interventions:

- Provide case management and case coordination for consumers presenting with co-occurring needs.
- Facilitate, coordinate and support consumers throughout the life cycle of their treatment plan.
- Provide high quality pre and post care coordination services to consumers and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles.
- Provide flexible coordination and support and targeted interventions to consumers and family members, to enhance engagement and retention in treatment and facilitate re-entry for consumers who have disengaged or relapsed following treatment. These interventions may include:
  - Conducting assessments of AOD treatment and recovery needs and assisting consumers to develop holistic treatment plans to meet these needs.
  - Providing practical assistance, such as transport to key appointments and facilitating access to relevant services.
  - Opportunistic motivational interviewing and supportive counselling with the aim of retaining consumers in treatment.
  - Provision of harm reduction information and education.
  - Coordination of and contribution to case conferences to facilitate integrated and consistent treatment across services.
  - Facilitate consumers access to a range of appropriate treatment options and service providers, both internally and externally, to address their AOD use and meet long term recovery goals.
- Participate in regular clinical reviews to ensure appropriate treatment planning and care coordination is in place and reviewed regularly.
- Identify the needs of vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service agents.
- Provide clinical expertise and secondary consultation to other health and welfare services including the provision of offsite assessments to facilitate consumers' access to AOD treatment.
- Conducting comprehensive assessments including:
  - Ascertaining information on substance use, mental & physical health and risk.

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- Determining, based on consumer request and need, an appropriate treatment response.
- Utilizing the mandated AOD assessment tool.
- Arranging further assessments and secondary consults if required.
- Presenting assessments at clinical review and contributing effectively to the clinical review process.
- Developing treatment plans and providing effective therapeutic interventions and assertive referrals to meet the individual needs of consumers and their families, including those with co-occurring needs.
- Providing information, education and practical assistance to consumers to help them to reduce the harms of their substance use.
- Providing exit and post treatment support plans to offer them appropriate support to maintain treatment gains.
- Facilitating interim support for consumers awaiting the commencement of additional treatment or services.

### Collaboration and partnerships

- Work effectively and authentically as part of a team in assisting consumers to engage with the practices associated with the Collaborative Recovery Model. Develop and maintain effective relationships with the team and external stakeholders to ensure consumers receive the highest quality, coordinated service.
- Utilizing Uniting and embedded program processes to support seamless transitions between service types and a consistent approach to supporting the achievement of consumers' recovery goals.
- In consultation with program management and leadership, develop and maintain effective community partnerships which contribute to group program planning and service delivery.
- Develop and maintain effective partnerships with key stakeholders of the program to support a co-designed model and recovery focused service.
- Consultation with other services to develop and support the provision of recovery and harm reduction orientated treatment.
- Ensure regular and effective communication with the Team Leader, mental health clinicians, peer workers and referral partners.
- 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.
- Use innovation and collaboration to generate referrals and build a case load as required by the program.

### Quality and risk

- Actively participate in regular supervision processes, participate in staff meetings, program planning, professional development sessions and staff training as required. Participate in Individual Performance and Development Review.
- Contribute to a workplace environment and culture that supports peers, develops teamwork and ensures the provision of quality services for consumers. Participate in regularly evaluating the effectiveness of the service in consultation with consumers.
- Collect, collate and maintain case file notes within the Client Management System and other required systems in an accurate and timely manner.
- Ensure records management obligations are met, including the proper retention of hardcopy and/or electronic records and ensuring files are accurate and up to date.
- Complete all organisational accountability and reporting requirements in an accurate and timely manner. Contribute to Continuous Improvement activities, accreditation processes and quality improvement processes.
- Contribute to further development of best practice by informing policies and project submissions where appropriate.
- Ensure metrics are captured and monitored in order to provide accurate and timely reports.

### Personal accountability

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- 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.
  - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
    - Based on a relationship with a current member of Uniting's workforce
    - Based on my ongoing work with another organisation
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## 5. Performance indicators

- Services are delivered in compliance with relevant accreditation, Program Guidelines and Uniting's standards and policies, and targets are met.
  - Stakeholder Management - there is regular and effective communication with the Team Leader, Uniting staff, Neami leadership, MHWL staff, and referral partners.
  - Strong networks are established, maintained and measured by stakeholder satisfaction and achievement of program targets.
  - Service provision – Sufficient metrics are captured and monitored in order to provide accurate and timely reports.
  - Collaboration with clinicians and Mental Health and Wellbeing team members is genuine and effective.
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## 6. Person specification

### Qualifications

- Relevant Health and/or Welfare tertiary qualification
- Certificate IV level in AOD or have completed the core competencies (or able to complete within the first 2 years of employment)
- Competencies in dual diagnosis (or able to complete within the first 2 years of employment)

### Experience

- Experience in the provision of assessment and counselling services preferably with people experiencing AOD or dual diagnosis.
- Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioral Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.
- Understanding of harm minimization approaches to the treatment and management of persons with co-occurring needs.

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- Demonstrated experience in working at a direct care level, including the ability to prioritise different needs within the group.
- Working knowledge of the relevant and current legislation relating to the consumer group including the Mental Health Act and Privacy Act.

#### 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.
  - Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
  - Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
  - Proven ability to work with a range of people and organizations (including specific work groups such as Aboriginal, CALD and Forensic consumers).
  - A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of consumers.
  - Ability to convey warmth, openness, empathy and concern for the welfare of consumers.
  - Demonstrate capacity to engage in collaborative, problem solving behaviour to support consumers and colleagues.
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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:

Signature:

Date: