



## Employee Position Description

Position Details		
<b>Position Title: Alcohol and Other Drug (AOD) clinician</b>	<b>Department:</b> AOD program	<b>Agreement:</b> Community Health Centre (Stand Alone Services) Social and Community Services Multi Employer Certified Agreement 2017
<b>Reports To:</b> Manager of AOD program	<b>Location:</b> Hawthorn and Doncaster primarily	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Fixed Term Full Time	<b>Classification:</b> SACS Employee Level 4 PP (Social Work Class II) Year dependant on experience
Position Primary Purpose		
<i>AOD counselling and support</i>		
Decision Making Authority	Key Relationships	
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Based on the Comprehensive Assessment of identified needs, determine and support 1/ safety and 2/ establish client goals (with client)</li> <li>Formulation of care plan and all counselling and/or case management responsibilities in conjunction with Senior Clinician</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>Other Access Careteam members ie/ Access mental health team, Access GP etc</li> <li>Senior Clinician and Manager</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Can include family members, Office of Corrections, DHHS, other organizational Careteam members, stake holders and funding body,</li> </ul>	

Key Accountabilities	
Focus Areas	Responsibilities
<b>The Alcohol and Other Drugs (AOD) Clinician</b> will work with	Conducting comprehensive AOD assessments, developing collaborative individual treatment plans and making referrals to support the client's recovery journey

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Key Accountabilities	
Focus Areas	Responsibilities
adults (aged 16yrs and over) to provide assessment, therapeutic counselling, case management and care co-ordination.	<p>Providing therapeutic AOD counselling for clients using evidence- based treatment and a dual diagnosis framework</p> <p>A small component of case management and care co-ordination for clients with complex and multiple needs</p>
<b>Therapeutic Interventions</b>	<ul style="list-style-type: none"> <li>• The AOD Clinician will work within a recovery-orientated model which uses a strengths-based, client-centred and family inclusive approach to substance use.</li> <li>• The clinician will use a dual diagnosis framework and 'no wrong door' approach in their assessment and treatment of people presenting to our service.</li> <li>• Therapeutic interventions may include motivational interviewing, mindfulness, Internal Family Systems work (IFS); Acceptance and Commitment Therapy (ACT), cognitive behavioural therapy (CBT) and relapse prevention.</li> <li>• There may also be opportunities to co-facilitate therapeutic AOD and dual diagnosis groups within our service.</li> </ul>
<b>Support of client centered practice based on best practice principles</b>	<ul style="list-style-type: none"> <li>• The AOD clinician may be required to attend meetings in relation to co ordinated client care ie/ Careteam meetings and relevant ECADS consortium partnership/ AOD sector/ Professional discipline meetings in relation to AOD sector and client service provision</li> <li>• They will be required to attend monthly clinical supervision with Senior Clinician as well as monthly Organizational supervision with Manager.</li> <li>• Monthly Group supervision is also encouraged.</li> <li>• Training around Professional Development will be jointly decided on by AOD clinician and Senior Clinician and Manager</li> </ul>
<b>The completion of case notes, systems and data entry in a timely manner</b>	<ul style="list-style-type: none"> <li>• The AOD clinician will write up case notes in the Electronic Client file Record (EHR) within the 24 hour period post appointment and is responsible with inputting the relevant information on associated client data collection and client information sharing systems of accountability in a timely manner.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</b></li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times.</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

### Selection Criteria

Standard selection criteria items	Key skills and attributes	
<ul style="list-style-type: none"> <li>Police Check <i>(mandatory)</i></li> <li>International Police Check <i>(mandatory if lived/work OS in past 10 yrs)</i></li> <li>Working With Children Check <i>(mandatory)</i></li> <li>Professional Registration</li> <li>Medicare Registration Provider Number <i>(dependant on position)</i></li> <li>Driver's Licence <i>(dependant on position)</i></li> </ul>	<ul style="list-style-type: none"> <li>Strong communication and interpersonal skills</li> <li>Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>Commitment to continuous quality improvement and health promotion principles</li> <li>Effective time management and prioritisation skills</li> <li>Well-developed presentation and report writing skills</li> <li>High level of accuracy and attention to detail</li> <li>High level of cultural sensitivity and awareness</li> <li>Strong analytical and problem solving skills</li> <li>Demonstrated ability to work in a team environment</li> <li>Demonstrated behaviours consistent with AccessHC values</li> </ul>	
<b>Qualifications, registrations and experience</b>		
Relevant qualification in alcohol and other drugs (such as a Cert IV or Graduate Diploma in AOD), or a minimum of 3 years' demonstrated experience working in the AOD sector.		<b>Mandatory</b>
Recognised tertiary qualifications in psychology, social work, mental health nursing, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions.		<b>Mandatory</b>
Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to the misuse of pharmaceuticals and other substances (including assessment, brief intervention, risk assessment and management, family support, therapeutic counselling and case management/care coordination).		<b>Mandatory</b>
Demonstrated service co-ordination practices with internal and external service providers (including primary health/medical sector) and the ability to provide holistic care for clients presenting with a broad range of substance use and psychosocial needs.	<b>Mandatory</b>	

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Key Accountabilities		
Focus Areas	Responsibilities	
Demonstrated skill and experience in clinical risk assessment and management.	<b>Mandatory</b>	
The ability to maintain high level clinical assessment documents, client records, reports and case notes	<b>Mandatory</b>	
Well-developed interpersonal and communication skills and the ability to work both autonomously and as part of a team	<b>Mandatory</b>	
The ability to work respectfully and creatively with diverse populations, including Indigenous Australians, CALD communities and the LGBTIQ community.	<b>Mandatory</b>	
Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs.	<b>Desirable</b>	
Medicare Registration Provider number	<b>Desirable</b>	
<p style="text-align: center;"><i>Access Health and Community is a Child Safe Organisation</i>  <i>Access Health and Community actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background</i>  <i>Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme check prior to any appointment.</i></p>		

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /