

## Employee Position Description

Position Details		
<b>Position Title:</b> Alcohol and Other Drug (AOD) Clinician	<b>Department:</b> Alcohol and Other Drug Services	<b>Agreement:</b> Community Health Centre (Stand Alone Services) Social and Community Services Multi Employer Certified Agreement 2013-2015
<b>Reports To:</b> AOD Manager	<b>Location:</b> Primarily Doncaster East, with some work to occur from our Hawthorn site. Position may be required to work and travel across all Access HC sites.	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> 0.8 EFT (Part Time)	<b>Classification:</b> SACS Employee Level 4 Pay Point 4 (Social Worker Class 2, Year 3)
Position Primary Purpose		
<p><b>Organisation Background:</b> Access Health and Community (AccessHC) is the new name for Inner East Community Health Service (iehealth) and Manningham Community Health Services. AccessHC is a community health service operating in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.</p> <p>AccessHC is a not for profit organisation with caring at its centre. Employing over 250 staff, our mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of our clients' lives, through health education, health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites.</p> <p>AccessHC maintains the following values:</p> <ul style="list-style-type: none"> <li>• <b>Equity-</b> <i>We believe everyone is entitled to good health</i></li> <li>• <b>Collaboration-</b> <i>We work together to achieve our goals.</i></li> <li>• <b>Integrity-</b> <i>We act honestly and ethically at all times</i></li> <li>• <b>Accountability-</b> <i>We take ownership of our actions and behaviours to ensure we achieve our goals.</i></li> <li>• <b>Innovation-</b> <i>We drive innovation for better care</i></li> <li>• <b>Excellence-</b> <i>We strive to be the best at what we do.</i></li> </ul> <p><b>AccessHC Alcohol and Other Drug Services</b></p> <p>AccessHC is part of the Connect4Health consortium, a partnership of the three community health services in the Inner East; Access HC, Carrington Health and Link Health and Community. In 2016 Connect4Health, with AccessHC as the lead agency, established a co-ordinated response to alcohol and other drug use in the region. This work is supported by the Executive Director of AOD Services</p>		

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

(Connect4Health).

AccessHC is also part of the ECADS and EDAS consortia which provides State and Federal-funded AOD services to youth, adults and families in the Eastern Metropolitan Region.

The Alcohol and Other Drug Service at AccessHC offers a number of specialist AOD services to the community, funded by the State and Federal Government.

These include:

- Specialist support and treatment for individuals and families affected by medication/pharmaceutical misuse.
- Therapeutic counselling, non-residential withdrawal, care & recovery co-ordination and brief interventions for adult clients.
- Youth AOD counselling and outreach for clients aged 12-25.
- Forensic assessment and treatment services for youth and adults.
- Family counselling support for family/friends affected by someone else's substance use.
- Specialist AOD treatment services for Veterans.
- Peer Support services for families and individuals.
- On-site Needle and Syringe Programs (NSP) to promote harm reduction for clients who are injecting drugs.
- Pharmacotherapy services with AccessHC GPs.

As an AOD service based in a community health centre, we are also able to link our clients with a range of free and low-cost health services, including GPs, nurses, allied health and dental services.

### **Connect4Health Consortium**

The Connect4Health consortium believes better outcomes can be achieved by acting in partnership rather than alone. Its partners recognise that each service has a unique contribution to make to their own communities. The consortium aspires and works to improve the health and wellbeing of our four communities, by reducing the burden of disease through collaborative effort. We are committed to assisting our communities to maximise social inclusion for all.

The respective Board and Chief Executives have developed a comprehensive action plan to guide this work in a planned and strategic way. This ensures that outcomes of our collective efforts are maximised, resources utilised efficiently and that activity is constantly monitored and evaluated.

The consortium closely aligns with our organisational core values of working in partnership with like-minded services to deliver high-quality, cost effective services for those most vulnerable in local communities. There is a strong commitment to combined purpose and accountability in this model, and we are proud to have taken this important step.

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

**Position Summary:**

The **Alcohol and Other Drugs (AOD) Clinician** will work with adults (aged 16 years and over) to provide assessment, therapeutic counselling, case management and care co-ordination.

This role will focus on working with **mandated (forensic) clients**. The role may also include working with voluntary/non-mandated clients where required. Some clients may engage in individual therapeutic counselling, whilst others may require a combination of counselling and case management/care co-ordination.

The primary components of the role include:

- Conducting comprehensive clinical AOD assessments and developing collaborative individual treatment plans with people affected by substance use, making appropriate referrals to support the client’s recovery journey.
- Providing therapeutic AOD Counselling for clients using evidence-based treatment and a Dual Diagnosis framework.
- Delivery of forensic group programs
- Delivering case management and care co-ordination for clients with complex and multiple needs, where required.

The **AOD Clinician** will work within a recovery-orientated and harm minimisation model which uses a trauma-informed, strengths-based and family inclusive approach to substance misuse. The clinician will use a dual diagnosis framework and ‘no wrong door’ approach in their assessment and treatment of people presenting to our service. Therapeutic interventions may include motivational interviewing, mindfulness, acceptance and commitment therapy (ACT) and cognitive behavioural therapy (CBT) and relapse prevention. There may also be opportunities to co-facilitate therapeutic AOD and dual diagnosis groups within our service. Although the role will be primarily clinic-based, the small case management/care co-ordination component in this position may include assisting clients to engage with other services (e.g. mental health services) and attending care teams with other professionals. The AOD Clinician may also be required to attend relevant consortium partnership meetings, professional discipline meetings in relation to the AOD sector and client service provision.

Clients of the AOD service can also access a peer support group run by peer facilitators, brief interventions and therapeutic groups as appropriate. All clients who present to the AOD service at Access HC are able to access a range of community-based health services at our organisation.

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.*

Decision Making Authority	Key Relationships
<p><b>Decisions made independent of Manager</b></p> <p>Based on the assessment of client needs, determine and support safety and harm reduction, whilst establishing client goals in counselling.</p> <p>Formulation of care plan and counselling and/or case management responsibilities in conjunction with Senior Clinician</p>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Engage in regular clinical supervision with Senior Clinician</li> <li>• Engage in monthly operational supervision with AOD Manager</li> <li>• Liaise with any other Access HC team members involved in client care (e.g. Mental Health team, GP, Dental Services).</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Liaise with any other external stakeholders involved in client's care (e.g. Office of Corrections, DHHS, NDIS Support or other support services).</li> </ul>

Key Accountabilities	
Focus Areas	Responsibilities
<p><b>Drug and Alcohol Assessment Services</b></p>	<ul style="list-style-type: none"> <li>• Conduct high quality comprehensive and client-centred assessments (including risk assessment) of clients presenting to the AOD service, using Department of Health and Human Services AOD assessment tools and other relevant assessment tools and outcome measures as appropriate</li> <li>• Conduct screening for mental health and other co-occurring conditions where appropriate, using a dual diagnosis framework.</li> <li>• Develop and implement collaborative Individual Recovery Plans and treatment plans with clients and families based on a comprehensive assessment, to support treatment goals and recovery.</li> <li>• Facilitate and complete referrals to other health, mental health AOD and welfare support services where appropriate (including residential withdrawal, rehabilitation and supported accommodation).</li> <li>• Conduct assessment of forensic clients, including DDAL, CISP and CREDIT Bail assessments where required.</li> <li>• Participate in clinical review, case conferencing, intake and allocation meetings in the AOD team as required.</li> <li>• Contribute to the support of clients who are waiting for service provision and assist in the management of waiting lists and service allocation.</li> <li>• Provide secondary consultation, advice and recommendations to internal and external</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Version No: 1	Last Updated: (Date)	Author: (Insert Author)	Approved By: (Insert Manager)	Page 4 of 9
---------------	----------------------	-------------------------	-------------------------------	-------------

Key Accountabilities	
Focus Areas	Responsibilities
	stakeholders regarding drug and alcohol issues.
<b>Drug and Alcohol Treatment Services</b>	<ul style="list-style-type: none"> <li>• Provide therapeutic interventions to mandated and voluntary clients using evidence-based approaches, such as Cognitive Behavioural Therapy (CBT), Acceptance and Commitment Therapy (ACT), Internal Family Systems (IFS), motivational interviewing, mindfulness, relapse prevention and trauma informed therapeutic approaches.</li> <li>• Provide therapeutic interventions to adults presenting with substance misuse (with and without co-occurring mental ill health issues) within a harm minimisation and dual diagnosis framework; where appropriate this may include treatment of mild-moderate health concerns (e.g. anxiety) alongside treatment of substance misuse</li> <li>• Work collaboratively with clients, families and significant others to support treatment goals and recovery</li> <li>• Deliver forensic group programs where required, e.g. CHOICES program</li> <li>• Facilitate therapeutic group programs and brief interventions as required; participate in the development of therapeutic and support groups to respond to the needs of clients.</li> <li>• Provide brief intervention, crisis management and relapse prevention to clients as required</li> <li>• Participate in shared care plans in collaboration with internal services and external agencies as required</li> <li>• Participate in case management and service coordination practices with other professionals, supporting the clients' journey through relevant treatment services</li> <li>• Work within a collaborative care-team approach and participate in multidisciplinary team and case management practices as appropriate</li> <li>• Provide a holistic and accessible service to adults who present with multiple and complex needs, including linkages with other support and treatment services</li> <li>• Contribute to the support of clients who are waiting for service provision and assist in the management of waiting lists and service allocation</li> <li>• Participate in case allocation, case review and discharge planning processes, liaising with the Senior Clinician/Manager as appropriate.</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities	
Focus Areas	Responsibilities
<b>Administration and Service Development</b>	<ul style="list-style-type: none"> <li>• Complete assessment reports and documentation in a timely manner as required and maintain accurate and up-to-date client files.</li> <li>• Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents</li> <li>• Contribute to the planning, development, delivery and evaluation of the AOD service model at AccessHC</li> <li>• Participate in other program development and project work as required</li> <li>• Manage and meet individual performance targets as required for funding purposes; provide accurate and up –to-date client records and targets each quarter</li> <li>• Represent the service as required in a professional, courteous and empathic manner.</li> <li>• Actively participate in individual and group clinical supervision with the Senior Clinician/Manager</li> <li>• Actively participate in monthly organizational supervision with the AOD Manage</li> <li>• Actively participate and contribute to AccessHC service integration activities as requested by the Manager</li> <li>• Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, mental health services and other AOD providers)</li> <li>• Work as part of a multi-disciplinary team to contribute to service and team development and the promotion of the consortium and its services</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</b> and <b>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> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service</li> <li>• Actively participate in relevant continuing professional development as required</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

<b>Key Accountabilities</b>	
<b>Focus Areas</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>Actively participate and contribute to AccessHC service integration activities as requested by the Manager</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>Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required</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>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Version No: 1	Last Updated: (Date)	Author: (Insert Author)	Approved By: (Insert Manager)	Page 7 of 9
---------------	----------------------	-------------------------	-------------------------------	-------------

## Selection Criteria

### Standard selection criteria items

- Police Check
- International Police Check (if applicable)
- Working With Children Check
- Driver's Licence

### Qualifications, registrations and experience

- Tertiary qualifications in Alcohol and Other Drugs or related discipline or a minimum of 3 years demonstrated experience working with adults and families in the AOD sector
- Demonstrated completion of accredited forensic AOD training (e.g. Forensic Fundamentals) or willingness to obtain.
- Recognised tertiary qualifications in psychology, social work, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions.
- Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to substance use (including assessment, brief intervention, risk assessment and management, family support, therapeutic counselling and case management/care coordination).
- Demonstrated high level of knowledge and understanding of the AOD treatment sector, the mental health sector and community support services.
- 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.
- Demonstrated skill and experience in clinical risk assessment and management.
- Understanding of harm minimisation and reduction principles and ability to work with a recovery-oriented model
- Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs (Desirable)
- Experience using electronic health records and reporting software, including TrakCare, ADIS, PracSoft, and Medical Director (desirable)

### Key skills and attributes

- The ability to maintain high level assessment documents, client records, reports and case notes.
- Well-developed interpersonal and communication skills and the ability to work as part of a team
- The ability to work respectfully and creatively with a culturally and linguistically diverse client population, including Indigenous Australians and LGBTIQ community
- The ability to take initiative in the workplace, be flexible in your approach and be a self-directed learner
- Effective time management and prioritisation skills
- Well-developed presentation and report writing skills
- High level of accuracy and attention to detail
- High level of cultural sensitivity and awareness
- Strong analytical and problem solving skills
- Demonstrated behaviours consistent with AccessHC values

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*



*AccessHC is a Child Safe Organisation.*

*AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.*

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

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*