



## Employee Position Description

Position Details		
<b>Position Title:</b> Senior Clinician – Alcohol and Other Drugs	<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 2017
<b>Reports To:</b> AOD Manager	<b>Location:</b> Hawthorn, Doncaster East (potential need to work from home to COVID restrictions)	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Full time fixed term (until 30 November 2021) 38 hours per week	<b>Classification:</b> SACS Employee Level 6 Class 4 Year 1-3 depending on experience and qualifications
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. 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>		

*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.*

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## AccessHC Alcohol and Other Drug Services

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.

The AccessHC AOD Service is a member of the ECADS consortium, EDAS and Connect4Health consortium to provide these services in collaboration with other agencies in the Eastern region and surrounds. 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.

### Position Summary:

The purpose of the AOD Senior Clinician to work alongside the Manager to provide clinical leadership and supervision to the clinical team. The underpinning service model utilises strengths-based, trauma-informed, client-centred and family inclusive approaches including interventions such as motivational interviewing, mindfulness and cognitive therapies to individuals, families and groups.

The key components of the role include:

- Delivery of high quality clinical assessment and treatment services to clients with alcohol and drug issues and other co-occurring complexity
- Provision of clinical supervision to other clinicians in the team, including individual supervision and group/peer supervision sessions
- Providing clinical leadership to the team with key involvement in the client allocation, risk review and discharge processes
- Delivery of internal clinical training services to staff within AccessHC and external training by negotiation

The Senior Clinician role requires a high level of skill in AOD assessment, treatment, risk management and education/secondary consultation. In addition to providing clinical services, the Clinical Lead role has dedicated time for clinical leadership, supervision and training.

### Decision Making Authority

### Key Relationships

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<p><b>Decisions made independent of Manager</b></p> <ul style="list-style-type: none"> <li>• Provide oversight of client allocation, clinical review, and discharge processes</li> <li>• Direction for clinical risk</li> <li>• Oversee care team of AOD clinicians working with clients and family systems with complex needs</li> <li>• Formulation of care plan and counselling and/or case management responsibilities in conjunction with clinical staff</li> </ul>	<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> <li>• Senior Clinician and Manager, Manager Headspace</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>
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Key Accountabilities	
Focus Areas	Responsibilities
<p><b>Alcohol and Other Drug Assessment</b></p>	<ul style="list-style-type: none"> <li>• Conduct comprehensive clinical assessment (including risk assessment) of clients using state-wide assessment tools and/or tools agreed by the Consortium, and complete assessment reports and documentation as required</li> <li>• Conduct specialised or complex assessments as required (examples include assessment with clients who present with a cognitive impairment, forensic history, dual diagnosis, co-occurring medical conditions or high risk behaviours)</li> <li>• Demonstrate high level skills in risk assessment and management</li> <li>• Conduct forensic AOD assessments as an accredited Clinical Forensic Drug Assessor</li> <li>• Support client access to other health and welfare support services by participating in collaborative working relationships with service users, family, significant others and service providers for the development of appropriate support systems to achieve care plan goals</li> <li>• Where necessary, conduct assessments as a sole practitioner in a 'satellite clinic' of The Alcohol and Other Drug service within the Inner East region of Melbourne</li> </ul>
<p><b>Drug and Alcohol Treatment Services</b></p>	<ul style="list-style-type: none"> <li>• Provide evidence-based therapeutic treatment services (counselling, care and recovery coordination, therapeutic groups and pre/post withdrawal support) to clients within the funded programs of the AOD team</li> <li>• Develop person-centred individual treatment and recovery plans and implement evidence-based therapeutic techniques such as motivational interviewing, mindfulness, cognitive therapies as part of a quality Counselling Service</li> <li>• Undertake review and evaluation of clients using agreed tools by the Consortium.</li> <li>• Maintain high quality clinical case files and related data recording as per program requirements.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>• Where necessary, provide treatment services as a sole practitioner in a 'satellite clinic' of Access Alcohol and Other Drug Service within the Inner East region of Melbourne</li> <li>• Participate in shared care plans in collaboration with internal services and external agencies as required.</li> </ul>
<b>Clinical Leaderships</b>	<ul style="list-style-type: none"> <li>• Provide clinical supervision to other clinicians in the team (including staff employed under all funding streams), including individual supervision and group/peer supervision sessions</li> <li>• Deliver internal clinical training services to staff within AccessHC</li> <li>• Provide clinical leadership to the team with key involvement in the client allocation, clinical review, clinical risk management and discharge processes</li> <li>• Provide clinical expertise and secondary consultation to staff and external agencies to assist with screening, assessment and treatment planning for clients.</li> <li>• Provide individual clinical supervision for all staff (at the discretion of discipline specific registration requirements)</li> <li>• Develop and lead peer supervision structure the Alcohol and Other Drug service staff.</li> <li>• Act in a clinical leadership role for the team and to have the ability to take on higher duties and lead the team under direction from Senior Management as appropriate</li> <li>• Assist the manager in recruitment and orientation of new staff</li> <li>• Develop and maintain collaborative and productive working relationships with general practitioners, mental health services, family services and other stakeholders</li> </ul>
<b>Administration and Service Development</b>	<ul style="list-style-type: none"> <li>• Comply with data and reporting requirements for funded services</li> <li>• Provide input into Professional Development calendar for team, Clinical Manual for Alcohol and Drug Service</li> <li>• Represent AccessHC at network and sector meetings as negotiated with AOD Manager</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> <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>

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## 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 5 years demonstrated experience working in the AOD sector
- Recognised tertiary qualifications in psychology, social work, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions.
- Demonstrated ability to provide effective and accurate advice on substance use issues to generalist health and welfare providers
- Experience and ability to assess, manage and document clinical risks (including risk to self and risk to others), and to provide risk management advice/consultations to others
- Skills/training in the provision of clinical supervision (or willingness to complete training within 6 months of role commencement)
- 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 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.
- Meets criteria for "enhanced/advanced dual diagnosis capability" according to the Victoria Key Directions for Dual Diagnosis (2007) report

### 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 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

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*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> / /

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