



Position Description

Position Title	AOD Therapeutic Day Rehabilitation Program Facilitator – Making a Change
Division / Team	Client Services / Alcohol & Other Drug Services
Reports to	Manager Alcohol & Other Drug Services
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Classification	Dependent on qualifications and experience
EFT / Term	Full Time 1.0 EFT / Fixed Term
Work Location	As per contract of employment
Date Approved	December 2021

About Ballarat Community Health Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion with a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond. There is a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the below values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in underpinning these values.

Our Purpose Health and wellbeing for all with a commitment to the most vulnerable.

Our Leading Principles A driven desire to maximise impact and be sustainable.

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary The Making a Change Program (MAC) is been funded by DHHS to enable local rural and regional community access to Alcohol and Other Drug day rehabilitation.

The MAC program aims to:

- Facilitate behaviour change interventions to assist individuals to reduce or cease harmful substance use
- Assist clients to establish healthier lifestyles free of problematic substance use
- Support people primarily living in the Grampians region, but is open to others
- Provide successful interventions in a non-residential setting

BCH is the lead agency in the Grampians region for the MAC program which operates in partnership with Grampians Community Health (GCH), Ballarat Aboriginal and District Aboriginal Cooperative (BADAC) and Ballarat Neighbourhood Centre (BNC).

The MAC Facilitator will work closely and collaboratively within a small team to deliver the eight-week program in the Ballarat area. It is expected that each group will have 15-20 clients. The role includes working collaboratively with the broader BCH AOD team, other treatment providers and relevant services to ensure the case management and pre and post support needs of participants are met.

The MAC Facilitator will be a member of a regional team that will provide the same program across the Grampians catchment. The Facilitator will play an integral role in developing a regional team culture and in the promotion of the integrity of the program including consistent processes including intake, treatment, exit and evaluation.

Principal Areas of Responsibility

- Work collaboratively with MAC program partners including GCH, BADAC and BNC
- Assist in the implementation and review of the 8-week program
- Support an integrated approach to client services by regular cross program meetings with other AOD treatment services and community health programs
- Build relationships with key stakeholders from other program areas externally and internally
- Work closely with the MAC team and AOD Manager to ensure the delivery of the program content is monitored for consistency and quality along with ongoing evaluation to make sure that the program is meeting the needs of the target group
- Identify, establish and manage referral pathways with clear criteria and expectations regarding appropriate referrals to the program
- Work collaboratively with other agencies and service providers to meet the needs of complex clients engaged with the program, such as but not limited to co-occurring disorders including Mental Health and Acquired Brain Injury
- Provide clients, family and or significant others with initial information
- Provide screening and assessment utilising required tools and interpersonal skills prior to clients being accepted into the program to ensure best possible outcomes
- Provide skilled group facilitation to clients who have dual diagnosis and often complex presentations
- Provide interventions such as cognitive behavioural therapy, strength-based and solution focused therapy, motivational interviewing and experiential learning
- Provide exit planning and post program follow up support
- Maintain case notes and other relevant statistics in TCM and other documentation as required
- Maintain privacy and confidentiality for clients, and ensure a non-judgemental approach
- Work within a harm minimisation framework to provide education on alcohol and other drug safety
- Aid in the provision of services to reduce harm caused by use of alcohol and other drugs
- Provide emergency assistance (Level 2 First Aid) if required
- Focus on self-management principles
- Comply with legislation regarding Family Violence reform, Information Sharing Schemes and the Multi Agency Risk and Management (MARAM) framework

Scope	<ul style="list-style-type: none"> • To follow leadership and management direction and seek advice on all matters outside usual scope of practice. • Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board • Continuing education to keep abreast of changes • AOD operate from a recovery based, harm minimization framework in the provision of treatment and support services (also designed to meet the needs of individuals and significant others) • Adult and Youth Intake and Assessment – Utilise statewide AOD screening and assessment tools • Withdrawal Nurses practice within the AHPRA Codes and Guidelines and maintain registration with the Royal College of Nursing
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Organisational Responsibilities	<ul style="list-style-type: none"> • Be aware of and perform all duties in accordance with the organisation’s stated policies and procedures • Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes • Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times • Work within professional boundaries and relevant scope of practise at all times • Maintain relevant professional registration • Work cooperatively across the teams to provide a comprehensive coordinated health promotion service • Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field • Participate in compulsory BCH training programs • Ensure that client and staff confidentiality is respected and upheld at all times • Attend and actively participate in meetings as required • Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values • Participate in performance development plans and supervision • Participate in the organisation’s continuous quality improvement programs and activities
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Qualification and Immunisation requirements	<p>Minimum Cert IV in AOD (or willingness to complete) and Mental Health and /or a relevant tertiary qualification such as Social Work, Mental Health, Welfare Work or another related field</p> <p>Covid-19 Vaccination is required</p>
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Key Selection Criteria	<p>1. Experience:</p> <ul style="list-style-type: none"> • Minimum of two (2) years’ experience in the AOD sector would be well regarded • Previous experience in program facilitation, generalist casework, counselling and group work • Demonstrated understanding and experience group processes and group dynamics is essential • Proven skills in the application of assessment, collaborative care as well as development of individual treatment plans (including exit planning skills) • Knowledge of current alcohol and other drug interventions <p>2. Interpersonal Skills:</p>
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- Demonstrated ability to work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
- Demonstrated ability to work cohesively in a small team
- Excellent verbal communication skills and the ability to engage with a wide variety of stakeholders

3. Written Communication:

- Effective written communication skills which are clear and concise

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to be flexible regarding work tasks, responsibilities and support team members
- Capacity to deal objectively and professionally with complex clients and related issues

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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