



## Position Description

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<b>Position Title</b>	Alcohol and Other Drug Clinical Intake Coordinator
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services
<b>Reports to</b>	Manager Alcohol & Other Drug Services
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
<b>Classification</b>	Social Worker - Level dependant on skills and experience
<b>EFT / Term</b>	Part Time – Full Time (0.8 - 1.0 EFT) / Fixed Term until 30th June 2023
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	January 2022

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<b>About Ballarat Community Health</b>	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.
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<b>Our Purpose</b>	Health and wellbeing for all with a commitment to the most vulnerable.
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<b>Our Leading Principles</b>	A driven desire to maximise impact and be sustainable.
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<b>Values</b>	<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
	<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

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<b>Diversity Statement</b>	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.
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<b>Position Summary</b>	The BCH Alcohol & Other Drug (AOD) team is an innovative, flexible and responsive multi-disciplinary team committed to improving the health and wellbeing outcomes of the community. The team provides a suite of therapeutic treatment services and programs. The
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AOD team values teamwork and is looking for a qualified and experienced person to work flexibly within the team to support and provide capacity within existing treatment services and programs. There will be a range of opportunities to practice and develop skills including intake, assessment, client and family support, group facilitation, report writing and health promotion activities.

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#### **Principal Areas of Responsibility**

- Be fully conversant with the framework, policy, procedures and protocols in which drug treatment services and systems operate
  - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
  - Respond as first point of contact to AOD treatment enquires
  - Manage and maintain referral processes and documentation
  - Undertake intake and assessment utilising sector tools and templates
  - Develop strategies that will assist clients in engaging with the service and facilitate supportive processes at BCH to further enhance a client's ability to engage
  - Provide priority access for 'complex' clients and those transitioning to and from bed-based services
  - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapies, motivational enhancement therapy, social behavioural therapy and group work
  - Liaise with AOD team regarding client care planning, referrals and progress to ascertain support needs
  - Provide secondary consultation where required
  - Apply best practice principles including Family Inclusive Practice, Dual Diagnosis principles and Trauma Informed Care
  - Work with clients with complex, co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
  - Assist in the provision of group programs and courses
  - Aid in the provision of services to reduce harm caused by use of alcohol and other drugs
  - Be able to identify indicators which the client and drug treatment clinician can follow in relation to monitor progress of/change in patterns of substance use
  - Work effectively within the BCH AOD team as well the regional AOD team and new service providers
  - Work with government departments, private organisations, community agencies and other key stakeholders to ensure effective two-way referral pathways
  - Provide health promotion and education to individuals, families and communities
  - Work within a harm minimisation framework to provide education on alcohol and other drug safety
  - Work intra and inter agency to reduce drug demand within the community
  - Focus on self-management principles
  - Maintain case notes and other relevant statistics in the Client Information Management System
  - and other documentation as required
  - Utilise the Penelope Portal – to receive and provide information regarding client referrals and ensure that client assessment information is uploaded into the Client Information Management System
  - Ensure appropriate client records are maintained and statistical reports are completed to required standard
  - Provide emergency assistance to Level 2 First Aid if required
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#### **Scope**

- 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

#### **Organisational Responsibilities**

- 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

#### **Qualification and Immunisation requirements**

- Cert IV in Alcohol and Other Drugs (or willingness to complete) and Mental Health or relevant tertiary qualification such as Social Work or other tertiary degree in related human services field
- Covid-19 Vaccination is required

#### **Key Selection Criteria**

##### **1. Experience:**

- Knowledge of and/or proven skills in assessment, treatment and case coordination
- Knowledge of current alcohol and other drug interventions essential
- Understanding of and ability to work with clients with co-morbidities
- Knowledge of the welfare and health networks in the Ballarat region

##### **2. Interpersonal Skills:**

- Ability to work in a team and autonomously as required
- Effective oral and written communication skills and a professional attitude and presentation
- Ability to use initiative to solve problems and a flexible approach to work duties

##### **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 prioritise workloads and conflicting tasks and manage deadlines
- Commitment to continuous quality improvement and professional development

**6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work

**Conditions of Employment and other relevant information**

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- 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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