



Position Description

Position Title	Manager Alcohol and Other Drugs and Mental Health Partnership
Division / Team	Client Services
Reports to	Executive Manager Client Services
Direct Reports	Alcohol and Other Drug and Mental Health Clinicians
Agreement/ Award	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Classification	Grade 5
EFT / Term	Full Time 1.0 EFT / Fixed Term until 30 th June 2026
Work Location	As per contract of employment
Date Approved	January 2023

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 Principle

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

BCH have an exciting opportunity to extend our provision of community alcohol and other drugs and mental health services. This new program will enhance our established services and respond to the Mental Health Royal Commission recommendations regarding integrated care.

BCH is the lead agency for the Regional Care Partnership (RCP) – Alcohol and Other Drugs (AOD) and Mental Health (MH) program. This is a partnership led service delivery model intended to address co-occurring and independent AOD and MH support needs across western Victoria.

As this is a new service it will be the responsibility of the Manager to establish professional working relationships with partners, develop processes and documentation relevant to the commencement of a new program and maintain integration across existing internal services and programs.

The Managers role will include coordinating a regional team of treatment services to ensure that staff across partnership agencies provide consistent and quality services using agreed processes inclusive of intake, treatment, exit and evaluation. Specific responsibilities will include reporting to WVPHN on behalf of partnership agencies.

Team Environment

As a new multidisciplinary and diverse team there will be an opportunity for growth, learning, collaboration, innovation and developing an optimistic team culture.

Principal Areas of Responsibility

- Lead, develop and implement standards, protocols, policies and documentation relevant to the working practices of the RCP AOD & MH partnership
 - Be an integral component in building a successful team, by role modelling and displaying innovative practice
 - Establish a stepped care approach using a blended model to address cooccurring and independent AOD and MH support
 - Ensure the service is provided in line with funding agreements and guidelines across the partnership
 - Regularly review service effectiveness and develop and implement changes as required
 - Identify service and system gaps and contribute to the development of appropriate processes to improve outcomes
 - Provide line management and clinical supervision to staff including peer support workforce
 - Deliver a person centred, integrated accessible service to meet the diverse needs of consumers, natural supporters and the community
 - Deliver partnership approaches with a focus on service integration across sectors that promotes better care coordination
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Scope of Practice

- 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
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Human Resource Management

- Complete annual Performance Development Reviews for all team members and monitor and review staff performance against identified strategic and team goals and targets
 - Convene regular team meetings, and provide regular supervision, support and direction to each team member to continuously developing their skill base
 - In consultation with the HR Department, coordinate and develop staff training plans coordinate, monitor and approve team leave applications, time sheets and TIL requests
 - Work together with the HR Department on team recruitment and retention
 - Where necessary, implement disciplinary, grievance or performance management procedures in consultation with the HR Department and General Manager
 - Ensure staff (and where necessary contractors and volunteers) are working in a safe environment that complies with OH&S requirements and respond promptly to any injury, incident or near miss
 - Ensure accurate and confidential personnel records are kept, including ensuring that all staff professional registrations are maintained
 - Assist with the maintenance of a culture of effective teamwork, communication and consistently high-quality service provision
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Financial and Administrative

- Coordinate & authorise team purchases in line with budgets and the Delegations Policy
 - Develop and monitor department budget (in liaison with the Corporate Services Manager and General Manager) in alignment with the strategic and financial plan
 - Work collaboratively with the General Manager to prepare submissions for program funding, and identify and apply for appropriate funding opportunities
 - Identify service gaps and contribute to appropriate services and system responses
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Reporting

- Ensure team members complete and maintain appropriate clinical records and statistical reports according to BCH policy and funding body standards
 - Ensure all data and other reporting requirements of funding bodies are submitted
 - Provide written reports to the CEO and General Manager as required
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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
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Qualification and Immunisation requirements

- Graduate or postgraduate AOD and/or MH relevant qualifications
 - Covid 19 Vaccination and Boosters as required
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Key Selection Criteria

1. Experience:

- Minimum 5 years working within the AOD and /or MH sector
- Demonstrated ability to work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
- A strong understanding of and commitment to the social model of health
- Understanding of the current changes within the AOD and MH sectors
- Current drivers license

2. Management Experience:

- Management qualifications and or demonstrated experience in leadership, team development, operational activities and budgets
- Energetic and flexible leadership style and the ability to successfully manage change

3. Interpersonal Skills:

- Well-developed people management, leadership and communication skills, including the capacity to successfully manage difficult situations
- Experience in managing internal and external partnerships
- Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff

4. Written Communication:

- Strong written communication and report writing skills

5. Computer Skills:

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

6. Organisational Skills:

- Proven ability to manage conflicting priorities including the administration and management of a demanding role
- Proven ability to use initiative to solve problems
- Previous experience with and proven ability to facilitate collaborative and effective partnerships
- High attention to detail

7. 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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