

**Manager, Reset Life, AOD Intensive Outpatient Program (IOP)**

**Introduction**

ResetLife is a group, outpatient, psycho-education program adapted from the US Matrix Model and funded by the South Eastern Melbourne Primary Health Network. It is an abstinence-based program that complements other programs (mental health, addiction, and legal programs) run byf First Step. ResetLife participants attend approximately 4 times per week for group education, one-on-one support, and conjoined sessions with family.

**Position Summary**

The Manager of ResetLife, will lead a multi-disciplinary team to implement and deliver the intensive outpatient treatment service to individuals experiencing complex and problematic alcohol and other drugs use.

The Manager will be a credible and respected leader who is an outstanding communicator and possesses exceptional clinical skills. With expertise in Cognitive Behavioural Therapy (CBT), Motivational Interviewing (MI), family systems, and the physiology of addiction, the Manager will oversee the delivery of the ResetLife treatment model.

The Manager will ensure structural and clinical fidelity to the ResetLife model by:

* ensuring utilisation of the manualised treatment materials
* monitoring consistency of scheduling and facilitation of all individual and group sessions
* ensuring collection and documentation of weekly random drug/alcohol screens
* monitoring group size; ensuring utilisation of peers as co-leaders and ensuring active follow-up for client retention.

**Key Responsibilities**

The Manager works as a member of the ResetLife treatment team and will oversee the day-to-day operations of the treatment program. The focus of this role will include:

* Program Management including implementation, service delivery, and program fidelity.
* Becoming an expert in all components of the intensive outpatient program, including service delivery.
* Coaching staff to become skilled practitioners in the treatment model.
* Provision of fortnightly clinical supervision with all IOP staff.
* Monitoring service delivery through direct observation and/or listening to sessions on a regular basis to ensure adherence to fidelity.
* Completion of reporting requirements.
* Training new staff in all aspects of the treatment model
* Working closely with the PHN around all aspects of implementation and service delivery.
* Monthly program auditing with PHN to ensure model fidelity.
* Ensure uninterrupted program delivery. In the event of staff resignation, step in as the primary therapist (if required).
* Ensure treatment is welcoming, empathic, and optimistic and, where possible, reduces stigma and shame for people and their families experiencing complex alcohol and other drug use.
* Works collaboratively with the broader multidisciplinary team to ensure the efficient, effective, and responsive operation of the IOP service to ensure program model fidelity.
* Support their own small case load.

**Essential Requirements/Key Selection Criteria**

Qualifications

* Relevant health and/or welfare tertiary qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.
* Certificate IV in AOD or have completed the required competencies.

Skills and Experience

* Minimum 3 years’ experience in leadership in a comparable role with demonstrated leadership skills including the ability to lead and manage a program and the capacity to plan work, motivate staff and monitor performance.
* Demonstrated expertise in the physiology of addiction.
* Demonstrated expertise in a range of evidence-based clinical interventions including Cognitive Behavioural Therapy, Motivational Interviewing/Motivational Enhancement Therapy, Family Systems.
* Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate, and positive manner.
* Experience in advancing external partnerships, with service providers, government, and other stakeholders, to enhance care pathways and build sector capacity.
* Demonstrated ability to provide leadership and support to staff with a variety of roles and experience.
* Demonstrated ability to develop healthy team culture.
* Excellent oral and written communication skills.

Terms:

This position is offered as a full-time until July 1, 2024 - EFT 1.0

Attractive Salary Sacrifice options available

\* May be extended pending availability of ongoing funding.

Please note: It is mandatory for the successful applicant to hold a current Working with Children Check and be prepared to undergo a National Criminal History Check prior to commencement.

**To Apply:**

Applications should include:

1. Cover letter addressing the Key Selection Criteria\*
2. Up-to-date resume
3. 2 professional references

\*Applications that do not address the Key Selection Criteria will not be considered.

Applications should be emailed as follows:

TO: [Gayle@firststep.org.au](mailto:Gayle@firststep.org.au)

REF: RSL/Manager

BY: ASAP

Note: First Step is an independent not-for-profit organisation that provides a safe and nurturing work environment for people of all backgrounds, genders, religions, sexualities, ethnicities, or any other factor.  People with a lived experience of mental illness or substance use are encouraged to apply and are invited to address their experience from a strength-based perspective in their applications if they feel comfortable to do so. Note that there are designated peers at First Step and that many staff members have lived experience.