

Position Description

Alcohol and Other Drug (AOD) Worker

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| Position Title: | Alcohol and Other Drug (AOD) Worker |
| Position Number: | VAC1232 |
| Manager/Supervisor: | Coordinator AOD Integrated Services |
| Division | Healthy Communities |
| Program: | AOD, Health Promotion and Homelessness |
| Team (if applicable): | AOD Integrated Services |
| Primary Location (and other sites as required) | St Kilda (VPC, Fitzroy St, Mitford St) |
| Classification Grade & Level | Social & Comm Services Employee Level 5 (Pay point dependant on experience) |
| Enterprise Agreement or Award | Social and Community Services: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 |
| Mode of Employment | Permanent - Part Time |
| FTE (Part-time only) | EFT 0.8 = 60.8 HOURS per fortnight |
| Dates (Fixed Term ONLY) | Click or tap to enter a date. to Click or tap to enter a date. |
| Fixed Term Reason | Choose an item. |

Organisational Profile

BHN (Better Health network) is a provider of health support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

BHN Provides services spanning all periods of life including specialist childhood, youth, and aged care services. In achieving its vision of **health and wellbeing for all**, BHN is guided by our distinct service principles which include

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working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, joined up services with a 'no wrong door' approach.

Position Objective

The AOD Worker within the Central Intake & Assessment team will provide a wraparound service to clients who access services at BHN sites and Access Health. The role will be responsible for the provision of AOD Intake, Assessment, Treatment planning, Care Coordination, Brief intervention, and Counselling support to clients. The role will be the first point of contact for clients, family members, GP's, and other service providers, including providing information, support and facilitating access to the Victorian drug treatment system.

The role will also include the provision of wait list support to clients awaiting access to AOD treatment, and information and referral to generalist community supports for clients not eligible and/or ready to access the AOD treatment system.

The role will focus on removing barriers to access by working flexibly with people experiencing homelessness and who are seeking AOD treatment and support. Central to this role is a thorough understanding of the AOD Assessment process, Drug treatment system and the ability to quickly engage and build rapport with clients via telephone and face-to-face service delivery.

This role will be based at Access Health, Grey Street, St Kilda, VPC Fitzroy Street, St Kilda, and provide Outreach to clients as required.

Key Responsibilities

- To provide person-centred AOD intake and assessment, Care Coordination and Counselling to clients including family members & significant others, groups and those experiencing a diverse range of health, social and other issues. Modes of delivery will include face to face, centre based or outreach, phone and interactive online where appropriate.
- Undertaking initial client Intake, Self-Screens, Comprehensive assessments along with identifying the clinical treatment and support needs of people who have alcohol and/or drug use issues and the associated support needs of their family and dependent children.

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- Developing treatment plans, determining, and prioritising client access to funded alcohol and drug treatment services, including pharmacotherapy and residential services
- Facilitating access to and referrals into treatment services
- Providing brief interventions and crisis counselling for clients waiting for service access, to reduce client risk during this time. These are opportunistic in nature and provide advice that aims primarily to achieve short-term reduction in problematic drug taking behaviours.
- Provide Bridging support for clients awaiting acceptance into treatment services.
- Provide Harm Reduction education to reduce the impact of harms for all clients including those referred for Drug Diversion sessions (DDALS).
- Liaise with and maintain relationships with treatment services in the catchment, along with Access Health staff and contribute to sector development through supervision and training of students
- Complete Mandatory and other trainings as required
- Comply with data entry and management requirements along with proactive management of time when clients do not attend.
- Provide flexible coordination and support and targeted interventions to clients and family members, to enhance the client's engagement and retention in treatment and facilitate re-entry for clients who have disengaged or relapsed following treatment.
- Other duties as directed by your Coordinator or Manager

Skills and Experience

- Demonstrated experience/ Knowledge in AOD and related issues
- DHHS Accreditation as Forensic Clinical Drug Assessor (preferred not essential)
- Knowledge of the Mental Health service system and range of treatment options.

Key Selection Criteria

- Demonstrated experience and skill in the provision of AOD Intake and Assessment, Treatment Planning, Care Coordination, Counselling and Risk Management within the AOD treatment system.

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- Skills and experience in working with people who use substances and have co- occurring issues.
- Knowledge of and/or skills in providing trauma informed care.
- Demonstrated knowledge of the AOD service system and the range of treatment options
- Understanding of harm reduction and ability to provide harm reduction interventions.
- Well-developed interpersonal and communication skills
- Ability to work well within a team environment
- Sound organisational, analytical and time management skills
- Efficient computer, database and typing skills.
- Understanding of and commitment to the Social Model of Health

Qualifications / Registrations Requirements

- Relevant tertiary qualifications in a health-related area (Social Work, Counselling, Psychology). Applications from peer workers with equivalent qualifications will be highly regarded.
- Minimum of Core AOD competencies (or willingness to undertake these at own cost)
- A Working with Children Check
- Professional registrations as applicable (APHRA, AASW)

Compliance

Compliance Responsibilities:

It is the responsibility of both the Manager and Incumbent(s) of the role to ensure the employee(s) performing the role will meet relevant requirements of:

- Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes.

Probity Checks

Probity checks must be completed as indicated -

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| <input checked="" type="checkbox"/> National Police Check/Criminal Record Check [Mandatory] | <input checked="" type="checkbox"/> Working with Children Check |
| <input type="checkbox"/> NDIS Worker Screening Check | <input type="checkbox"/> Aged Care statutory declaration |
| <input type="checkbox"/> AHPRA Registration | <input type="checkbox"/> DWES |
| <input checked="" type="checkbox"/> Evidence of Right to Work in Australia. [Mandatory] | <input checked="" type="checkbox"/> Vaccination(s) [Mandatory] |

Occupational Health and Safety (OHS) Commitment

Star Health commit to ensuring that adequate resources (financial, human, and physical) are allocated within the program to address the OHS risk for employees, clients and visitors.

Managers/Team Leaders

- Identify, assess, manage, and review risks to the health and safety of employees, contractors, and clients.
- Ensure that the documented systems of work are safe and without risk to health, and are adhered to by employees through appropriate training, supervision, and monitoring

Employees

Comply with all Star Health and safety policies and procedures, take all reasonable care to ensure actions or omissions do not impact on the health and safety of others in a Star Health workplace.

Staff have a responsibility to participate in the development of a safe and healthy workplace and must comply with safe work practices for their own health and safety, and that of others.

Mandatory Vaccinations

Star Health adheres to State and Commonwealth Government public Health Orders and Directions regarding mandatory vaccination requirements within Healthcare and Residential Aged Care Facilities. Applicants must meet the vaccination requirements applicable, or be willing to be vaccinated, should they be the successful candidate.

Consistent with the public health Orders and Directions and Star Health's Vaccination Policy, all candidates must produce evidence that they have received the current (i.e., COVID-19, seasonal influenza) vaccinations or medical evidence to Star Health's satisfaction of an accepted medical contraindication to receiving the vaccination(s).

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Equal Opportunity

Star Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.

Gender Equity

At Star Health we believe that people of all genders deserve equal rights, voice, opportunities, dignity, fairness, equity and to feel safe, valued and respected in their workplace and community. As a workplace and health service we are committed to promoting gender equality and creating a culture, conditions and practices that are inclusive and equitable for all genders.

Keeping Families and Children Safe

Star Health is committed to preventing and responding to all forms of family violence. We recognise the gendered nature of family violence, and that family violence is both serious and preventable.

Star Health operates under legislative responsibilities and compliance requirements according to the Family Violence Information Sharing Scheme (FVISS), the Child Information Sharing Scheme (CISS), the Multi-Agency Risk Assessment and Risk Management (MARAM) Framework and the Child Safe Standards.

We are committed to the safety of children and families and ensuring they are protected from abuse, neglect, and violence.

Important Information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health's usual span of operating hours are from 8:00am to 8:00pm Monday to Friday. For Programs that operate on weekends, weekend work may be required. Specific days and hours of work will be determined in accordance with operational requirements and will be contained in the Contract of Employment.
- Your Letter of Offer may state you will be based at a Star Health site; however, it is expected that you may be required to work at different locations.

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Offers of employment are contingent upon:

- Successful references check (all positions)
- Non-Adverse National Police Check/Criminal Record Check (all positions)
- Holding and maintaining a valid 'Working with Children Check' (all positions)
- NDIS Worker Screening Check (select positions)
- Fitness for work medical examination (specific positions)

Salary Packaging Information

Star Health currently has two types of Salary Packaging:

- General salary packaging of \$15,900 per FBT year; and
- Meal Entertainment/Facility leasing of \$2,650 per FBT year
- Salary packaging is optional.
- You should seek independent financial or taxation advice when considering salary packaging.

| Person who completed and authorised the Position Description | |
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| Position Title | Program Manager AOD, Health Promotion and Homelessness |
| Division/Program | Healthy Communities/AOD, Health Promotion and Homelessness |

Recruitment Contact: hr@starhealth.org.au