

Position Description - (Applied)

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| Position title: | AOD Practitioner |
| Position number: |  |
| Group: | Offender Services, Corrections Victoria |
| Business Unit/Branch: | Forensic Intervention Services |
| Classification: | VPS 3 |
| Employment status: | Fixed Term until 30 June 2025 |
| Position reports to: | Senior Clinician, Operations, Forensic Intervention Services |
| Work location: | Various |
| Position contact: | Name: Tal Grunberg  Phone: 0409 280 153  Email: Tal.Grunberg@justice.vic.gov.au |

Role Purpose

The role of an AOD Practitioner is:

* To support the clinical team in the delivery of criminogenic alcohol and other drug (AOD) services state wide, including screenings, assessments, intervention programs, and related tasks, in line with service requirements.

Corrections Victoria is part of the Department of Justice and Community Safety (the Department) and is responsible for the operation of Victoria's adult corrections system, public and privately operated prisons, and a transitional centre. It ensures that people held in prison are safely and securely contained and aims to rehabilitate people by addressing the underlying causes of offending behaviour.   
  
As a division of Corrections Victoria, Forensic Intervention Services is a specialist program area within Offender Services that provides people who offend (our service users) in custody and in the community with evidence-based offence-specific screening, assessment and interventions to support their rehabilitation. In doing so, Forensic Intervention Services is a critical component of the Department’s strategy to reduce reoffending and contribute to community safety.

Our vision is to become a world leader in forensic intervention services, enabling meaningful behaviour change in people who offend and contributing to a justice and community safety system that works together to build a safer, fairer and stronger Victoria.

Our mission is to reduce recidivism by delivering evidence-based offending behaviour programs founded in the risk, need and responsivity principles.

Our values are:

* *Serve the community*: We strive to deliver services in line with the department’s mission of reducing recidivism and increasing community safety.
* *Work together*: We respect the role of other professionals working jointly with our service users and provide timely advice to support and inform the work of others.
* *Act with integrity*: We use valid and established tools and processes to inform our work and ensure accuracy and objectivity in our professional decision-making about our service users and when engaging with stakeholders.
* *Respect other people*: We deal with complex issues in a professional manner, displaying sensitivity and understanding, supporting diversity, inclusion and intersectionality in our service users and workforce.
* *Make it happen*: We strive to deliver innovative ways of working to meet the department’s and service users’ needs and priorities.

AOD Practitioners provide a range of services for people who meet eligibility for criminogenic AOD services, including screenings, assessments, intervention programs, and related tasks, in line with service requirements.

The role will include opportunities to contribute to ongoing research and training on the assessment and treatment of relevant service users.

This role may require travel and the delivery of after-hours services.

KEY ACCOUNTABILITIES

* Facilitate/co-facilitate clinical intervention programs for people who offend, as required.
* Administration of assessment tools where required.
* Complete comprehensive case notes in a timely fashion using the departments information systems.
* Complete treatment plans, treatment reports, and risk assessment reports for internal and external stakeholders.
* Model appropriate boundaries and behavioural interactions with service users.
* Consult and liaise with other Corrections staff in the effective management of relevant service users.
* Contribute to the provision of timely and accurate collection of data against Key Performance Indicators.
* Provide and receive valid feedback to peers in a sensitive and authentic manner.
* Complete administrative tasks as required.
* Work as an effective member of the team.
* Actively participate in professional development.
* Other duties as directed.

Key selection criteria

Technical Expertise

* Demonstrated knowledge of/understanding of the link between AOD use and offending.
* Experience working with Forensic AOD and/or dual diagnosis clients.
* Demonstrated knowledge and skills delivering individual and/or group work interventions including ability to manage group dynamics and behaviour.
* Excellent written and verbal communication skills in addition to strong administrative and documentation skills.

Personal Attributes

* **Resilience:** Gives frank and honest feedback/advice. Listens when ideas are challenged, seeks to understand the nature of criticism and respond constructively; Displays confidence and conviction when communicating an opinion.
* **Flexibility and Adaptability:** Accept changed priorities without undue discomfort; Responds quickly to changes; Comfortable working in collaboration with teams outside of own organisation.
* **Working Collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.
* **Promote Inclusion:** Pays attention to words, expression and body language; Recognises behaviours that promote a culture of inclusion; Hold self and team accountable towards being inclusive to individuals from diverse backgrounds; Takes corrective actions when behaviours displayed do not promote an inclusive work place.
* **Self Awareness:** Understands how emotional responses can be expressed in work situations and the impact they may have on self or others; Able to assess personal strengths and weakness using feedback from other team members.

Enabling Delivery

* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context.

Authentic Relationships

* **Interpersonal Skills:** Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **Managing Difficult Conversations:** Listens to and acknowledges that the concerns of others have been heard; Clarifies problems; Seeks options to resolve conflict.
* **Communicate with Impact:** Prepares and delivers logical sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.

Qualifications

* Minimum qualification in Certificate or Diploma IV AOD, Community Services or similar, or,
* A relevant qualification in social work, a related human services discipline, criminal justice or criminology with work experience in related field (desirable).
* A current Victorian driver’s licence is required.

Important information

**The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the department’s obligations under the *Occupational Health and Safety Act 2004 (Vic).* Therefore, there is a requirement that all DJCS employees be fully vaccinated against COVID-19 in order to undertake duties outside of their homes.**

**Prior to commencement of employment with the department you will need to provide evidence that you are vaccinated against COVID-19.**

**Upon commencement of employment with the department you will be required to provide evidence that you have an up-to-date vaccination status within the timelines specified by the department into the** [**DJCS Service Portal**](https://cvitprod.service-now.com/cvit/?id=sc_cat_item&sys_id=8b42a7111ba40510fa90635a274bcba5)**.** **This includes evidence of all doses of a COVID-19 vaccine required by the department (from time to time).**

**Acceptable evidence includes:**

1. **COVID-19 digital certificate or ATAGI exemption certificate (available via your**[**myGov**](https://my.gov.au/)**account)**
2. **Your immunisation history statement (available via your**[**myGov**](https://my.gov.au/)**account)**

**Other documentation outside the above will not be accepted as evidence of having received your COVID-19 vaccine doses.**

The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2020*.* Please refer to the Department of Treasury and Finance website ([dtf.vic.gov.au](http://dtf.vic.gov.au)) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.

You may be required to mobilise to other areas to support priority projects or programs.

Pre-employment checks

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or ‘Working with Children Check’.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

* Pre-employment Security Check (Declaration Form)
* National Police Record and Fingerprints Check and International Police Clearance (if applicable)
* VicRoads Information Check
* Drivers Licence Check(s) (if applicable).

Values and behaviours

Department of Justice and Community Safety employees are required to demonstrate commitment to:

**The Department’s Values and Behaviours:** Serve the community, work together, act with integrity, respect other people and make it happen.

**The Environment:** The department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

**Recordkeeping:** The department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity:** The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

Further information

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au/utility/about+the+department/) (http//:www.[justice.vic.gov.au](http://www.justice.vic.gov.au/)) for information on:

* Organisational values and structure
* Our policies such as privacy and conflict of interest
* The Victorian Public Service (VPS) code of conduct
* Our commitment to the safety and wellbeing of children.