



POSITION DESCRIPTION

POSITION TITLE:	LGBTIQ+ Alcohol and Other Drugs Program Manager- Victoria (Parental Leave)
PROGRAM:	Alcohol and Other Drugs
STATUS:	Full time, 12 months fixed term contract
REPORTING TO:	Manager, Therapeutic Services & Capacity Building
LOCATION:	200 Hoddle Street Abbotsford. From time to time the incumbent may be outposted to other THH sites or outposted to collaborating centres.
CLASSIFICATION:	VAC/GMHC Employment Agreement April 2014, SCHCADS Award/SACS 7 Thorne Harbour Health pays above award rates.

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is an LGBTIQ+ community-controlled organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Our work has now moved beyond Victoria, and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Therapeutic Services and Capacity Building teams provide specialist services to the LGBTIQ+ community, combining our counselling, alcohol and other drugs (AOD), family violence and capacity building programs. Thorne Harbour Health's Services to the LGBTIQ+ community recognise the importance of specialist responses led by the LGBTIQ+ community for the community. These specialist services target the LGBTIQ+ community and people living with, at risk of, or affected by HIV.

THH's Alcohol and Other Drugs team works from a harm reduction framework and provides State and Federal Government funded AOD assessments, care and recovery coordination and counselling services, as well as therapeutic and peer-led therapeutic and support groups, and AOD counselling and brief interventions for young people and their families. Our AOD programs operate from 200 Hoddle Street and the Victoria Pride Centre, from where we provide a range of services. We also provide services from other out posted sites as required. Outreach and telehealth modes of service delivery are also used.

All clinical staff across Therapeutic Services have appropriate qualifications in human services work. All staff are expected to participate in regular clinical supervision. Additional group supervision is provided to clinicians who provide services to people who use violence in their relationships.

3. POSITION ROLE AND RESPONSIBILITIES

The AOD service supports positive behavioural change through the delivery of evidence-based therapeutic individual counseling, therapeutic group programs and other tailored interventions to clients and their families. Clients work is classified as standard or complex. Services range from a brief intervention/single session to extended periods of work. Client follow-up, post exit, is provided for standard clients.

Critical to this role is to understand the cultural issues and barriers that may face LGBTIQ+ community members who use alcohol or other drugs and to lead a culturally appropriate response.

Key roles and responsibilities of the Capacity Building and Linkage position are as follows:

Leadership and participation

The success of the AOD service relies on the energy, capacity, and contributions of this role in partnership with staff members who operate in a supportive and learning environment. The AOD Practice Lead will engage, contribute, learn, and shape the service going forward.

- Lead and work collaboratively to implement operational processes that support high- quality service delivery within the AOD programs.
- Work with management and staff members to enhance the provision of quality and effective AOD services and allied services that will benefit the client group.
- Provide individual and group clinical and operational supervision.
- Work cooperatively with AOD Service staff members to plan, implement and regularly review professional development programs and supervision arrangements.
- Ensure professional codes of practice and ethics are in place and adhered to within AOD Services.
- Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training.
- Support student placement and volunteer programs and supervise students as requested.
- Undertake other duties as directed in support of the organisation and its objectives.

Operational management

- Monitor data collection, records management and reporting to ensure that they meet requirements of AOD Victoria and relevant Primary Health Networks as a part of Therapeutic Services and Capacity Building and requirements of funding bodies.
- Manage reporting requirements for both federal and state funding streams.
- Work with the Victorian AOD Team Leader and Counselling Team Leader to undertake recruitment, workload management, retention and performance reviews of AOD program staff.
- Contribute to the development and maintenance of policies and procedures that reflect and guide the objectives and operations of the THH Victorian AOD service.

Therapeutic counselling and case management

- Liaise with care coordinators regarding care planning, referrals, client progress and risk management.
- Contribute to the design of group programs and provide co-facilitation of group programs.
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete.
- Achieve performance targets as set and work within program guidelines.
- Participate in AOD service activities aligned with accreditation processes.
- Work within Thorne Harbour Health privacy policy and adhere to all Thorne Harbour Health policies and procedures, including professional codes of practice.

Capacity building

In this role there is an opportunity to promote appropriate sector and community responses to LGBTIQ+ clients with AOD concerns, including:

- Providing secondary consultation to providers who work with positive and/or LGBTIQ+ clients with AOD concerns, focusing on issues specific to this AOD client group and strategies for effective engagement with them in treatment.
- Contribute to the development and delivery of training programs directed at building sector capacity, within scope of expertise.
- Contribute to the delivery of community education programs and resources aimed at building awareness of AOD issues.
- Network with external organisations and proactively seek to partner in service delivery and advocacy activities.
- Participate and guide AOD sector research, providing LGBTIQ+ specific AOD perspectives where relevant.

Professional liaison and consultation

The success of the AOD Practice Lead's role is dependent on productive and professional relationships with internal and external collaborators.

- Maintain effective and collaborative relationships with care coordinators and service providers (both internal and external to Thorne Harbour Health) to ensure effective treatment pathways for clients.
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners.
- Participate in team planning, steering / reference groups and working parties both internal and external to the organisation, as appropriate to the service.
- Act as a representative in forums, AOD sector network meetings as required and related interagency meetings as required.
- Maintain regular communication and feedback with the Manager, Therapeutic Services and Capacity Building to initiate and support ongoing service improvement.

4. KEY SELECTION CRITERIA

Qualifications

1. Relevant tertiary qualification in health or community work, such as social work, psychology, or counselling
2. Certificate IV in AOD or equivalent, or willingness to undertake within the first 12 months of employment
3. Membership of a relevant professional association (e.g., AASW, AHPRA, APS)

Skills and experience

1. Sound ethical leadership skills that support a productive team environment, including skills in change management.
2. Demonstrated competence in service planning and quality improvement processes, including service monitoring, reporting and evaluation.
3. Knowledge and application of relevant therapeutic frameworks and practice, for example, motivational interviewing, harm minimisation approaches, trauma-informed approaches, strengths-based work, cognitive behavioural therapy, family inclusive practice, and peer-led interventions.
4. Experience and competence in the design and delivery of face-to-face individual, family, or group counselling involving a diverse client group.
5. Highly developed oral and written communication, organisational and administrative skills, including report writing, and managing data submissions.
6. Demonstrated experience in both clinical and operational supervision.
7. Experience in advancing external partnerships, with service providers and other stakeholders, to enhance care pathways and build sector capacity.
8. A knowledge of and interest in working with people from LGBTIQ+ communities, and people living with or at risk of HIV, in a non-judgmental and respectful manner.

Desirable

- Design and delivery of professional training.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC/GMHC Employment Agreement 2014. The classification for the position is VAC/GMHC Employment Agreement April 2014, SCHCADS Award/SACS 7. Pay range is \$117,964 to \$122,888.
- Salary packaging is available at Thorne Harbour Health. It is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the VAC/GMHC Employment Agreement 2014.
- The position is for 38 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must either be Australian citizens or have permanent resident status.
- Please be aware that, as per the Fair Work Act 2009, Section 84A:
 - the employee on leave has a right to their pre-parental leave job back when they return to work; and
 - the employee on leave and the employer may have a right to cancel or end the leave early in certain circumstances.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@thorneharbour.org

For further enquiries please contact: Lucy Burnett, AOD Program Manager: 9865 6700, lucy.burnett@thorneharbour.org

Applications close Thursday, 5 October 2023.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.