

Position Description

Alcohol and Other Drugs Clinician

Primary Care Connect is a local, not-for-profit organisation who has proudly supported our community for over 30 years. Operating under the social model of health, we offer inclusive community health care services of the highest quality. We work collaboratively with our clients and other services to best support the health and wellbeing needs of all people. We pride ourselves on providing trauma informed, person centred and consumer driven care that allows people to take control of their lives and bring about meaningful change.

Visit our website www.primarycareconnect.com.au for our organisations vision, journey and strategic direction.

Award: *Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement*

Classification: *SACS Employee Level 4*

Probation Period: *Six-months from start of employment*

Documentation: *All positions will require a National Police Check, Valid Victoria Working with Children Check, proof of valid qualification credentials prior to commencing employment.*

Primary Care Connect Vision

Everyone in our community is connected, supported and empowered to lead safe, healthy and happy lives.

Primary Care Connect Values

It is a requirement of all positions that all work will be undertaken in line with Primary Care Connect values as follows:

- **Individuality:** We recognise everyone is unique and we strive to understand and build on their strengths.
- **Growth:** There are many different paths to a solution, and we support people on their journey.
- **Meaningful Connections:** We bring our focus and skill to build meaningful connections.
- **Community:** Through equity and quality, we strive to improve the health and wellbeing of our community.

Position Summary

The Alcohol and Other Drugs (AOD) Clinician provides innovative, evidence-based therapeutic interventions to both voluntary and forensic AOD clients. Tasks include undertaking comprehensive clinical assessments and delivering counselling and care and recovery support.

The AOD Clinician develops individual care plans to address assessed needs and implements the course of treatment in collaboration with the client. The position utilises a harm minimisation framework, working to reduce AOD related harm to individuals and their families.

Position Context

The AOD Clinician will work within the AOD team and report to the Manager of Alcohol and Other Drugs. It is also expected that the AOD Clinician works within the larger Primary Care Connect team and networks with external organisations.

Key Performance Indicators

- This position when full time, requires a minimum of 1380 contact hours per annum. Part time role is adjusted accordingly.
- Achieve the target levels of successful outcomes in line with funding and service agreement annually.
- Conduct a minimum of 5.5 hours contact time per business day.
- Develop individual care plans for clients using SMART goals.
- Meet 100% reporting requirements in accordance with quality service provision.
- Complete all data input required on internal and external databases in line with the Primary Care Connect Service Delivery Manual.
- Complete Victorian Alcohol and Drug Collection (VADC) data per episode of care.
- Connect with services both internally and externally to provide coordinated care to meet the client's diverse needs
- Conduct yourself in accordance with Primary Care Connects core values and behaviours

Position Key Responsibilities and Expected Outcomes

Working under general direction, the role performs duties of a specialised nature in the application of knowledge and skills gained through relevant qualifications and previous experience in the discipline, and is expected to contribute knowledge in establishing procedures, and exercise judgement where procedures are not clearly defined.

- Undertake comprehensive assessments to obtain relevant information and history, with a focus on substance use and other co-occurring issues.
- Deliver enhanced support and care coordination functions for clients who are referred to the care and recovery program and present with varying levels of complexity.
- Provide person centred counselling that addresses the multiple needs of the client using integrated and holistic care.
- Complete comprehensive, factual case notes with all relevant documents and information for each contact with the client or stakeholders in line with service delivery manual requirements.

- Book ongoing appointments into outlook calendars and the data base.
- Respond to all client enquires from stakeholders within 24 business hours.
- Provide clients with a full account of engagement in a court support letter to the Magistrates Court of Victoria when requested.
- Always maintain client confidentiality.
- Develop and maintain strong internal and external relationships to support effective client pathways and outcomes
- Apply the principles of the Social Model of Health, taking a holistic view of client and community needs
- Participate in program evaluations as directed by management
- Address any non-compliance from file audits by the nominated due date
- Attend monthly meetings with the Operational Manager, AOD team meetings on a monthly basis as scheduled and all other meetings scheduled with Primary Care Connect and external stakeholders.
- Maintain a full understanding of the Child Safety Standards of Victoria
- Respond to family violence at an intermediate level by using the Multi-Agency Risk Assessment and Management (MARAM) Framework to identify and assess family violence risk, implement risk management strategies and refer victim survivors to services for family violence support.

Key Selection Criteria

The following criteria must be met and addressed in applications for consideration for this position:

Essential

The following are the key selection criteria for this position. Please address these in your application, providing relevant work examples of each criteria:

- Minimum requirement of AOD Skills set, with preference to Diploma or higher qualification in a relevant discipline such as AOD, Community Services or Social Work.
- Demonstrated experience in case management, care coordination and the provision of evidence based therapeutic counselling.
- Demonstrated knowledge of health and welfare issues relevant to supporting clients with AOD issues, including harm minimisation and co-morbidities.
- Demonstrated experience in maintaining client documentation including care plans, case notes and statistics.
- Demonstrated ability to self-manage a complex workload and meet prescribed timelines with the available resources.
- Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external stakeholders.
- Professional and personal alignment with Primary Care Connect core values.

Desired

- Knowledge of the MARAM Framework
- Knowledge of Child Safe Standards of Victoria
- Experience using relevant client management databases on a daily basis

Position Approval

The details contained in this position description are an accurate statement of the scope, conditions, duties, responsibilities, and all other requirements of above titled position.

Approved By:



Executive Manger Name

Executive Manager Title

Approval Date: 08/07/2025