

Employee Position Description

Position Details		
Position Title: Team Leader Alcohol and Other Drugs (AOD)	Department: Mental Health & Wellbeing	Reports To: Manager AOD
Primary Work Site: Hawthorn, Doncaster, Lilydale, Belgrave	Is travel between sites required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is hybrid working available for role? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Maximum Term		Does the role have direct reports? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enterprise Agreement: COMMUNITY HEALTH CENTRE (STAND ALONE SERVICES) SOCIAL AND COMMUNITY SERVICE EMPLOYEES MULTI ENTERPRISE AGREEMENT 2022		Classification: SACS Level 6 (pay point dependent on experience)
Position Primary Purpose		
<p>The purpose of the Team Leader Alcohol and Other Drugs (AOD) is to support Access Health and Community (AccessHC) to deliver high quality, safe and sustainable mental health services to the community. To deliver on this, the Team Leader AOD will support their team to grow and thrive, supporting team performance, monitoring effective risk and quality strategies, and working collaboratively to deliver integrated, quality care and services.</p> <p>The Team Leader AOD will provide operational leadership to all direct reports in the AOD team. The AOD team is a multidisciplinary team including AOD Clinicians, Peer Support Workers and AOD Nurse Practitioners located across our Hawthorn, Doncaster, Lilydale and Belgrave sites. The Team Leader AOD will also hold a caseload and provide a range of evidence-based mental health assessment, treatment and support services to clients at our clinics.</p>		

Key Accountabilities	
Focus Area	Responsibilities
People Leadership	<ul style="list-style-type: none"> • Support and engaged workforce by championing a person-centred and values-driven culture • Communicate effectively to inform, engage and empower our people • Ensure the best use of resources to effectively plan, perform and deliver services, including client allocation and review processes • Create and enable talented and diverse teams. • Define clear performance and development expectations to deliver on organisational goals through setting and monitoring KPIs for all direct reports. • Focus on people's strengths and champion individual and team development. • Provide time, resources and opportunities for people to develop and thrive through providing operational (line management) supervision to all direct reports. • Invite feedback gratefully and step into challenging conversations with courage and respect • Role model effective wellbeing practices and support and guides others in managing stress and stressors. • Support the Manager AOD with recruitment of new staff; lead the induction and on-boarding for all direct reports in the AOD Team. • Engage and work collaboratively with the Manager AOD, Senior Clinicians and other members of the leadership team around all matters, including staff development, policy and procedures and governance matters • Provide clinical expertise and secondary consultation to staff and external agencies to assist with appropriate referral, assessment and treatment planning that focusses on removing barriers to accessing care and welcoming people to the service
Commitment to Access	<ul style="list-style-type: none"> • Deliver evidence-based practice that aligns to the organisational service model and funding and policy requirements • Implement client and employee feedback, community engagement and impact measurement frameworks and tools to ensure continuous improvement of internal and external service provision • Work with the leadership team to ensure that all services in the Mental Health and Wellbeing portfolio are delivered in line with the principles of Welcome, Hope and Empathy, using a strengths-based and trauma-informed approach • Actively support the staff to remove barriers for the community and for hardly-reached communities to access mental health services
Collaboration & Innovation	<ul style="list-style-type: none"> • Work collaboratively with others to identify and implement opportunities for innovation and integration both internally and externally with the team, partner organisations and key stakeholders (including funding bodies)

Key Accountabilities	
Focus Area	Responsibilities
	<ul style="list-style-type: none"> • Support and build relationships with external and internal referrers, consortium partners, relevant agencies and other key stakeholders • Develop and demonstrate a strong understanding of the various services available at AccessHC, and support staff to deliver integrated care within and outside of AccessHC
Risk, Quality & Safety	<ul style="list-style-type: none"> • Contribute to organisational risk, quality improvement and safety systems being implemented across the team • Contribute to and comply with regulatory, contractual and organisational requirements; including contribution to preparation for accreditation activities. • Contribute to the development, review and implementation of policies and procedures to support compliance in providing quality work. • Be a point of escalation for staff for any risk, quality or safety issues, including providing support as required during a Code Grey situation • Ensure that all occasions of service, clinical files, client outcomes and other reporting requirements are documented by staff within required timeframes and to a high standard
Service Delivery	<ul style="list-style-type: none"> • Provide evidence-based clinical assessment, treatment and support for clients presenting with substance use concerns using a trauma-informed, person-centred and family-inclusive approach • Support clients to access integrated and holistic care that is based on principles of welcome, hope and empathy and which removes barriers for people with multiple or complex needs to access treatment and support • Develop practice knowledge and expertise through active learning within the team, and by engaging in professional and service development activities (including case review, allocation and team meetings)

Selection Criteria	
Screening Requirements	<input checked="" type="checkbox"/> Police Check overseas in last 10 years) <input checked="" type="checkbox"/> International Police Check (if lived overseas) <input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/>
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualifications in alcohol and other drugs, mental health, social work, psychology or other relevant discipline • Relevant qualifications and experience in providing alcohol and other drug treatment services, including AOD counselling (minimum five years' experience)
Experience	<ul style="list-style-type: none"> • Demonstrated experience working in alcohol and other drugs, mental health, community or similar health services (minimum five years' experience) • Demonstrated high level of skill and experience in clinical risk assessment and management • Demonstrated people management and leadership skills, and willingness to undertake further training in this area • Demonstrated experience working collaboratively with partner organisations and other key stakeholders, including funding bodies
Demonstrated Skills and Knowledge	<ul style="list-style-type: none"> • High level communication and interpersonal skills • Sound understanding of AOD services and funding streams in Victoria • Demonstrated high level ability to assess, manage and document clinical risks (including risk to self and risk to others) • High level of accuracy and attention to detail • Ability to organise workload, set priorities and meet performance targets and deadlines • Demonstrated ability to work creatively and respectfully with people from a diverse range of social, cultural and ethnic backgrounds, including LGBTIQ+, culturally and linguistically diverse, and First Nation communities • Proficiency in Microsoft Office and relevant software applications (experience using TrakCare is desirable)
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and</p>	

Selection Criteria
strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /