

Position Description

Title	Team Leader Catalyst Programs
Business unit	Catalyst Programs – Uniting AOD & MH (Metro) Division
Location	Coburg and Preston (Wurundjeri Land)
Employment type	Full Time ongoing (76 hours per fortnight)
Reports to	Manager Family and Therapeutic AOD Services

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose:  To inspire people, enliven communities and confront injustice

Our values:  We are imaginative, respectful, compassionate and bold

1. Position purpose

To lead an evidenced based program for forensic consumers intended to:

- Provide behaviour changing interventions to assist participants to reduce or cease problematic substance use.
- Assist participants to establish healthier lifestyles.
- Assist participants to avoid and better manage relapse.
- Assist participants to make the link between their offending behaviour and substance use.
- Provide behaviour changing interventions to decrease recidivism.

This role supports a small team (up to 10) to deliver Catalyst programs. As a team leader this position will be responsible for program management and staff supervision. The role will also be involved in group delivery and supporting consumers one on one.

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2. Scope

Budget:

nil

People:

- A staff of up to 10; including Senior AOD counsellors, AOD Counsellors, Financial Counsellor, Family Counsellor and Peer Support Worker.
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3. Relationships

Internal

- Reports to Managers – Catalyst Programs
- Liaises with: Uniting AOD Managers
- Clinicians, Counsellors and all other AOD & MH (Metro) Staff

External

- Consumers, Families & Significant Others
 - GP's and Hospitals
 - Mental Health Services
 - AOD Services
 - Family Services and Department of Families, Fairness, and Housing (DFFH)
 - Housing Workers and Homeless Support
 - Debt / Financial Counselling
 - Employment services
 - Corrections, Courts and Legal Services
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4. Key responsibility areas

1: Provision of Treatment and Education Services

- Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles.
- Coordinate activities to support the design, implementation and evaluation of Harm Reduction based non-residential alcohol and drug programs in consultation with the Catalyst Manager.
- Oversee the delivery of intake, assessment and program induction activities. Ensure that such activities occur in collaboration with intra and inter service providers.
- Ensure that consumers on the waitlist have Interim Support Plans in place.
- Ensure the implementation of case planning, clinical review and discharge planning activities.
- Ensure that intake, counselling and group program activities are delivered to a high standard
- Provide individual counselling and work with consumers to develop, implement and review their individual treatment goals including discharge plan
- Facilitate a range of therapeutic and psycho educational groups, including group interventions for families and significant others.
- Demonstrate proficiency in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Participate in 'housekeeping' activities that support the day-to-day operation of the program.

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2: Program Development & Review

- Ensure that program activities are in accordance with the project contract.
- Promote consumer participation in formal internal and external evaluation activities.
- Actively contribute in formal intra and inter service program development and evaluation activities which may include participating in working parties.
- Participate in program marketing activities.

3: Professional Liaison and Consultation

- Develop collaborative and productive relationships with intra and inter service providers and stakeholders.
- Collaborate with existing service providers and facilitate referrals to other services if indicated.
- Maintain regular communication and feedback with the Catalyst and Community Mental Health Managers regarding program activities.
- Participate in evaluation of program activities and contribute to the development of strategies to ensure the smooth operation of the program and ensure that consumer needs are met.
- Foster collaborative team relationships and staff participation in program development and evaluation activities.
- Coordinate the implementation of referral pathways and marketing of program activities.
- Contribute to the development of operational guidelines and policies.

4: Supervision and Professional Development

- Provide clinical leadership, consultation and supervision to program staff.
- Ensure that staff fulfil the clinical responsibilities of their positions.
- Take an active role in ensuring that you receive the support and supervision necessary for the ongoing effectiveness of the team.
- Take an active role in your own professional development to ensure that you have the skills necessary to fulfil your role.
- Actively participate in ongoing professional development via the annual performance review, individual and group supervision provided by Uniting and attend relevant training as required.

5: Administration

- Maintain file records and data collection processes as required.
- Participate in the recruitment of program staff.
- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation.
- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
- Undertake other duties as directed by the Catalyst Manager.

People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)

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- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization.
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5. Person specification

Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.
- Certificate IV in AOD or have completed the AOD Skillset, or ability to complete within 24 months.

Experience

- Significant experience working with AOD or dual diagnosis consumers.
- Substantial experience in providing clinical assessments and interventions with consumers with drug and alcohol issues and/or dual diagnosis consumers.
- Demonstrated knowledge of criminogenic factors contributing to AOD use and recidivism.
- Significant experience implementing interventions that address criminogenic needs contributing to AOD use and recidivism.
- Demonstrated experience coordinating the design, implementation and review of program activities.
- Experience in group work
- Experience in Cognitive Behavioural Therapy
- Demonstrated experience in clinical leadership, consultation and supervision of staff.

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Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - Capacity to facilitate a range of individual and group therapeutic interventions (CBT and MET), including group interventions for families and significant others.
 - Demonstrated leadership or staff supervision experience
 - Commitment to high quality care and ability to work effectively with clients with alcohol and other drugs dependency in a harm minimisation framework.
 - Highly developed communication, written and conflict resolution skills.
 - Capacity to develop collaborative and productive working relationships with intra and inter service providers and stakeholders.
 - Highly developed time management and organisational skills.
 - Capacity to maintain file records and data collection processes as required.
 - Demonstrated commitment to appropriate supervision and professional development.
 - Current Driver’s License.
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6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: