

## POSITION DESCRIPTION – Bayside Health

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| <b>Date revised:</b>               | <b>February 2026</b>   |
| <b>Position:</b>                   | <b>Alcohol and other Drug Clinician</b>  |
| <b>Award/Enterprise Agreement:</b> | <b>Victorian Public Health Sector Health Professionals, Health &amp; Allied Services, Manager &amp; Administrative Officers Enterprise Agreement</b> |
| <b>Classification Title</b>        | <b>Community Development Worker Class 2A</b>   |
| <b>Department / Unit:</b>          | <b>Community Support Services</b>  |
| <b>Care Group:</b>                 | <b>Bayside Regional</b>  |
| <b>Accountable to:</b>             | <b>Senior Team Leader/Program Manager</b>  |

### About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

### Care Groups

Bayside Health is organised into three care groups:

- 1. Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- 2. Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.
- 3. Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

## **Our Code of Conduct**

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

## **Division**

## **Position Summary**

The AOD Case Worker aims to support positive behavioural change in clients after conducting a comprehensive assessment which would ascertain which therapeutic interventions would be appropriate. The delivery of therapeutic Counselling and Care and Recovery interventions to individuals and their families in a recovery orientated framework follows.

## **Key duties and responsibilities**

This occurs through face to face, online and telephone counselling as well as group programs and day programs. This position will be part of a multi-disciplinary team responsible for delivering effective evidence-based interventions and ongoing assessment treatment planning and care co-ordination.

## **Key capabilities**

The AOD Case Worker works closely in a step up/step down capacity with bed-based programs (such as detox/rehab) and alongside the Justice system for forensic clients. There is also a strong focus on the needs of families/carers and dependent children including conducting short session family work and facilitating both internal and external referrals as appropriate.

## **Quality, safety, risk and improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

## **Other requirements for all Bayside Health staff**

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

### **Essential**

- 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 core competencies (or able to complete within the first 12 months of employment)
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment)
- Entitlement to work within Australia
- A Police Check that is current and within 12 months of the issue date
- Provision of valid Working with Children Check

### **Desirable**

- Demonstrated high level knowledge and skills in the delivery of evidence-based counselling interventions, strengths based and person-centred models of care and comprehensive assessment and treatment planning.
- Demonstrate understanding of and belief in the importance of family inclusive practise and past experience in the delivery of family interventions.
- Display an understanding of the needs of Aboriginal and other CALD communities.
- Demonstrated understanding of care coordination principles and practice and the ability to operationalise these principles.
- Proven ability to work independently and within a team to meet targets and timelines in a demanding and changing environment.
- Highly organised with the ability to prioritise workload.
- Proven effective communication skills including face to face, telephone and written.

### **Commitment to child safety**

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

**Position Description authorised by: Deb Guy**

**Date: 28.01.2026**