

## Position Description

### AOD Care Recovery Co-ordination & Intensive Support 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 centered 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](http://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 2022-2026

**Classification:** SACS 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

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

#### Primary Care Connect Values

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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**

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The AOD Care & Recovery Co-ordination & Intensive Support Clinician (ISP) role seeks to provide outreach and extend Care and Recovery, Bridging Support, and continuity of care to clients at risk of overdose. The position supports priority clients during key transition periods to remain engaged. This includes clients leaving residential AOD programs, prison and entering voluntary AOD treatment.

The ISP Clinician is responsible for conducting comprehensive assessments, person-centred planning, care and recovery coordination outreach support, and providing a range of counselling interventions, including comprehensive harm reduction interventions, complex case management and linkages with other services. Working under general direction in the application of procedures, methods and guidelines which are well established, the role will assist clients to change harmful behaviours resulting from problematic alcohol and other drug use.

## **Position Context**

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Reporting to the Manager of Alcohol and Other Drugs, as a member of the AOD team this role will be based in Shepparton which will require significant community outreach to support individuals and families as required across the Greater Shepparton, Mitchell, Moira, Murrindindi and Strathbogie shires. It is also expected that the role works within the larger Primary Care Connect team and networks with external organisations.

## **Key Performance Indicators**

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The key performance indicators for this position are the expected outcomes of this role. Timelines for the achievement of key performance indicators will be set within the first month of employment and include clear objectives to be achieved throughout the year.

- This position when full time, requires a minimum 1380 contact hours per annum. A part time role is adjusted accordingly.
- Conduct yourself in accordance with Primary Care Connect core value and behaviours

## **Position Key Responsibilities and Expected Outcomes**

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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.

The role undertakes responsibility for the following varied activities:

### **Provision of treatment services**

- Providing high quality engagement, assessment, treatment and support services to individuals and their families through evidence based, therapeutic counselling and group work.
- Conducting comprehensive assessments
- Participating in clinical review processes
- Collaborate and liaising with AOD Clinician Family Reunification, other AOD clinicians and line manager regarding high-risk clients and situations
- Developing treatment plans and providing effective counselling interventions and assertive referrals to meet the individual needs of clients and their families, including those with complex needs.
- Providing information, education, and practical assistance to clients to help people to reduce the harms of substance use.
- Providing clients with exit and post treatment plans to offer them appropriate support to maintain treatment outcomes.
- Considering the needs of, and identifying any risks to vulnerable children, working with families to develop safety plans, and facilitating referrals to partner Child First and Family service agents when indicated.
- Respond to family violence at an intermediate level by using the Multi-Agency Risk Assessment and Management (MARAM) Framework to assess family violence risk.
- Facilitating short-term bridging and linkage support for clients on waiting lists for counselling services
- Participating in the ongoing development of the AOD Intensive Support Program towards the achievement of the program's objectives
- Working from a Family Inclusive framework to establish strong and effective relationships with clients and their families as well as other key social supports.
- Providing secondary consultation and training for service programs to upskill clinicians in the sector
- Implementing therapeutic approaches that may consist of motivational interviewing, Family Inclusive Practice, CBT, ASIST, Single Session Family Work, Relapse prevention, Trauma informed care, Mental Health First Aid etc.

### **Professional liaison and consultation**

- Coordinating with Care and Recovery, Clinical Review, and other processes to support seamless transitions between service types and a consistent approach to supporting the achievement of clients' recovery goals.
- Consulting with other services to develop and support the provision of recovery and harm reduction orientated treatment.
- Developing and maintaining collaborative and productive working relationships with internal and external stakeholders
- Supporting the student placement program and supervising students as requested
- Actively participating in ongoing professional development, individual and group supervision, and relevant training

- Contributing to the achievement of continuous quality improvement
- Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant.

### **Administration**

- Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner
- Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant
- Providing assistance to senior employees and undertaking other duties as directed by the line management.

### **Key Selection Criteria**

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

- Relevant health and/ or welfare Tertiary/Degree Qualification such as Social Work, Psychology, Counselling, Nursing, Allied Health Sciences with one-years' experience or Associate Diploma with relevant experience, AOD or other relevant area of study desirable
- Proven skills in the application of assessment, case coordination, counselling case management, case formulation and the development of individual treatment plans
- Ability to collaborate effectively with clients, families, colleagues, stakeholders, and other service providers.
- Proven ability to work with a range of people (including specific client groups such as Aboriginal, Culturally and Linguistically Diverse and Forensic clients) and families experiencing problematic AOD use, in a non-judgmental and respectful manner
- A demonstrated commitment to teamwork
- The ability to exercise problem solving thinking in an independent working environment

### **Essential**

- Relevant health and or welfare Tertiary Degree Qualification such as Social Work, Psychology, Counselling, Nursing, Allied Health Sciences with one-years' experience or Associate Diploma with relevant experience, AOD or other relevant area of study desirable
- Certificate IV Alcohol & Other Drugs,
- Satisfactory outcome of a confidential Police Check and Working with Children Check.  $\Theta\forall$  is committed to child safety and is a child safe organisation.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Possession of a current Victorian Driver's License.
- Information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.

- Preparedness to travel within the catchment to meet the requirements of the job and to work out of various partnership locations.

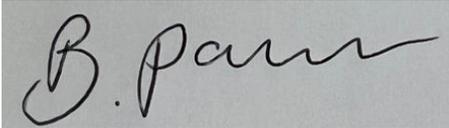
**Desired**

- Experience counselling and managing clients exposed to Family Violence, Trauma, etc.
- Current knowledge of OH&S practices.
- Experience providing group counselling sessions
- First Aid Certificate.

## 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:



Broni Paine  
**Executive Manager Community Services**

Approval Date: 18<sup>th</sup> June 2025