

## POSITION DESCRIPTION

## Barwon Team Leader



<b>Position Title:</b>	Barwon Team Leader
<b>Location:</b>	Barwon Catchment (Geelong area)
<b>Functions:</b>	Day Program, Intake & Assessment, Counselling (Inc. Forensic)
<b>Reporting to:</b>	Barwon AOD Coordinator
<b>Direct reports:</b>	Day Program Case Managers / Group Facilitators & Counsellors, FRO Clinicians and Outreach team clinicians
<b>Hours:</b>	1.0 EFT
<b>Tenure:</b>	To 30 June 2023 (subject to funding / performance)

### ORGANISATION PROFILE

The Stepping Up Consortium is a not for profit agency consisting of three organisations: Odyssey House Victoria, TaskForce and Youth Projects. Stepping Up provides high quality non-residential drug and alcohol treatment services to clients and their families. Stepping Up provides locally integrated, person centred, and evidence based treatment to those whose lives have been affected by alcohol and other drugs.

Our vision is to be the leading provider of quality, innovative and high impact services for clients with complex needs at the intersection of the addiction, disability, mental health, unemployment and justice sectors.

### POSITION OVERVIEW

The Barwon Team Leader is a flexible role responsible for the day to day operations of the Day Program, the outreach team and the family reunification clinicians. The role also acts as the second in command to support consistent and high quality services in Barwon.

### KEY RESPONSIBILITIES

#### Leadership and Staff Development

- Provide direction, support and clinical leadership and ensure staff receive the support and supervision necessary for them to be able to contribute to the ongoing effectiveness and high quality service delivery as a team.
- Perform other staff management duties including recruitment, induction, probation review, supervision, coaching, performance review, and performance management as required



- Provide leadership to the Day Program, outreach team and FRO team promoting a culture that is consistent with our values, effectively communicating, leading team meetings, and attending management meetings as required.
- Manage the effective application of policies, procedures and systems for staff across the catchment (compliance against relevant Stepping Up policies, Government guidelines and ISO9001)

### **Support the regular duties of the Barwon AOD Clinician**

- Maintain the systems and processes of the Barwon catchment including intake, critical incidents, OH&S, team meetings, clinical review meetings and meetings with stakeholders, and other duties as required

### **Provision of treatment services**

- Providing high levels of clinical support to a small case load (Day Program, assessment and/or counselling clients)
- Lead the development and day to day operation of the Day Program through participation in selected social/recreational activities and modelling appropriate behaviour
- Provide clinical leadership to the FRO team and the outreach team clinicians
- Assess the suitability of clients referred to the day program and facilitate the intake and assessment process in collaboration with internal and external service providers
- Use best practice principals in all clinical work such as Family Inclusive Practice, Dual Diagnosis Principles, Trauma Informed Practice, etc.
- Mentors multidisciplinary professional team; provides secondary consultation to other staff and assists in the management of more complex client presentations.
- Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner.

### **Professional Liaison and Consultation**

- Create opportunities for meaningful client consultation
- Develop programs and interventions to address the needs of the client group
- Develop and maintain collaborative and productive relationships with all key internal and external stakeholders, including government departments, subcontracted services, colocation partners, family services, mental health, corrections and primary health.

- Work closely with the Barwon AOD Coordinator and other management staff with catchment oversight to develop and actively promote the services of the catchments.

## KEY SELECTION CRITERIA

- 1) Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Counselling, Nursing, Allied Health Sciences, AOD or other relevant area of study desirable.
- 2) Certificate IV in AOD or completion of the core competencies (or able to complete within the first 12 months of employment- see Appendix A).
- 3) Experience providing supervision to clinical staff
- 4) Experience building and maintaining high functioning, cohesive and collaborative teams across multiple service sites
- 5) Experience in the provision of group therapy, assessment and counselling services (preferably with AOD or dual diagnosis clients)
- 6) The ability to exercise problem solving thinking in an independent working environment
- 7) Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
- 8) Proven ability to work with a range of people (including specific client groups such as Aboriginal, Culturally and Linguistically Diverse and Forensic clients) in a non-judgmental and respectful manner

## ESSENTIAL REQUIREMENTS

- Minimum three years experience in the AoD field with experience in a leadership role
- At least two years experience supervising clinical staff
- Satisfactory outcome of a confidential Police Check and Working with Children Check.
- Certificate IV Alcohol & Other Drugs, or willingness to complete
- 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 and willingness to travel within catchment and to Melbourne
- Availability for some work outside of normal business hours (7pm finish one night per week)
- Information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.

## DESIRABLE REQUIREMENTS

- First aid certificate & CPR
- Current knowledge of OH&S practice
- Experience providing group counselling sessions

## APPENDIX A

### AOD Competencies

OHV requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies OHV will invest in the person's professional development by providing them through its RTO.

The competencies required in the first 12 months of employment are;

- CHCAOD001 - Work in the AOD sector – 4 days
- CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

The competencies required in the second 12 months are;

- CHCAOD002 - Work with clients who are intoxicated – 3 days
- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined
- CHCAOD511C: Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues