

POSITION DESCRIPTION

AOD Clinician: Intake & Assessment SECADA

POSCS3066

ISO9001 | Approved by Neos Zavrou | Next Revision: 27/06/22



Location:	Dandenong, Pakenham and various locations across South East Metropolitan Melbourne
Classification:	OH2
Reports To:	Team Leader, SECADA
Reports:	N/A

The Organisation

Odyssey House Victoria (OHV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OHV we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families and communities to reduce drug use, improve mental health and reconnect people to their family and the community.

Position Objective

The AOD Clinician: Intake and Assessment is responsible for providing intake and assessment services. The key purpose of the position is to reduce AOD related harms to individuals and their families by conducting assessments and providing a range of counselling interventions to assist clients to change harmful behaviours. The positions aims to assist clients develop pro-social behaviours to prevent relapse and support the acquisition of knowledge, skills and motivation to initiate change and maintain it over the long term to improve quality of life.

Role Responsibilities:

- 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
- Act as an intake and screening function for initial contacts from clients with our service.
- Provide timely and accurate advice and information to clients, families or referring parties.
- Provide brief opportunistic interventions to clients and/or family members.
- Organise assessment appointments and secondary consultations where necessary

- Conduct comprehensive assessments including:
 - Ascertaining information on substance abuse, history, mental health and risk
 - Determining if a client's presentation is standard or complex
 - Utilising the mandated assessment tool
 - Arrange further assessments and secondary consults as required.
- Work effectively with diverse communities including Aboriginal and Torres Strait Islanders, CALD and GLBTI communities.
- Contribute effectively to clinical review, including making recommendations on risk, priority and treatment plans
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and partners
- Develop treatment plans and provide effective interventions to meet the individual needs of clients and their families. These interventions may include assisting clients to:
 - Identify substance use triggers and high risk situations
 - Develop practical skills such as problem solving, goal setting and assertive communication
 - Access a range of community services and supports to promote recovery
 - Develop insight into their thinking and behaviour in order to help them make and sustain positive changes and
 - Understand the relationship between their substance use and other areas of their lives, such as mental and physical health, relationships and lifestyles.
- Provide information, education and practical assistance to clients to help them to reduce the harms of their substance use to themselves and those around them
- Build effective rapport with clients and their families, creating positive expectations and confidence in treatment and
- Actively promote and adhere to the OHV Child Safety policy and procedures to assist OHV to maintain a Child Safe Organisation and support colleagues to engage in child safe practices. Consider the needs and identify any risks to vulnerable children, working with families to develop safety plans, and facilitating referrals to Child First and Family Service agents when indicated.

Administration

- Maintain a high standard of documentation, data collection and processes which comply with the accountability structures of professional, legislative, service contractual obligations and organisational standards. This includes ensuring that client files and electronic records are appropriate, accurate and up-to-date and maintained in a confidential manner.
- Participate in meetings and assisting in the revision and development of policies, clinical guidelines and treatment programs
- Adhere to site specific policies and procedures as applicable
- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision and by attending relevant training; and
- Undertake other duties as required.

Key Selection Criteria

- 1 Relevant Health, Social or Welfare related qualification and/or experience.
- 2 Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
- 3 Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
- 4 Proven ability to work with a range of people and organisations (including specific work groups such as Aboriginal, CALD and Forensic clients) in a non-judgmental and respectful manner.
- 5 A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- 6 Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.

Essential Requirements

- Satisfactory outcome of a confidential Police Check and Working with Children Check. OHV is committed to child safety and is a child safe organisation.
- 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.
- Information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.
- Willingness to travel in the SECADA catchment and to work out of various partnership locations.

Desirable Requirements

- Specialist knowledge in one or more relevant areas such as Family Therapy, Mental Health, Family Violence, Trauma, etc.
- First Aid Certificate.
- Current knowledge of OH&S practices.

***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 timeframe for completion of the minimum competencies is to be agreed between the manager and employee.

The competencies required are:

- **CHCAOD001** - Work in an alcohol and other drugs context
- **CHCAOD002** - Work with intoxicated clients
- **CHCAOD004** - Assess needs of clients with alcohol and other drugs issues
- **CHCAOD006** - Provide interventions for people with alcohol and other drugs issues
- **CHCAOD007** - Develop strategies for AOD relapse prevention
- **CHCAOD009** - Develop and review individual alcohol and other drugs treatment plans