

POSITION TITLE: ALCOHOL AND OTHER DRUGS REFERRAL, ASSESSMENT AND BRIEF INTERVENTION WORKER

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Bendigo Central
Victoria 3552

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Name:	
Position number:	
Award/Agreement:	In accordance with qualifications
Classification:	Dependent on qualifications and experience
Site:	Predominantly working from BCHS Holdsworth Road site however the position may work from any Bendigo based BCHS site as negotiated
Hours per fortnight:	76.0 hours per fortnight
Tenure:	Fixed term to 30 June 2019
Position description developed:	May 2017
Responsible to:	Team Manager - Non Residential Alcohol and Other Drug Services

1. Position Role

The Alcohol and Other Drugs (AOD) Referral, Assessment and Brief Intervention role will provide a central point for all Alcohol and Other Drug referrals for treatment options provided by Bendigo Community Health Services.

The position will be the initial treatment contact, provide pathways into treatment streams, brief interventions and waitlist management, including caseload holding; and coordinate access to therapeutic assessment and treatment. The role will be pivotal to integrating AOD treatment streams and work collaboratively with consumers, their families and external stakeholders, to achieve optimum outcomes.

The position will need to foster strong relationships with the ACSO AOD Intake Personnel and have a sound understanding of the different treatment streams and options that are available for referral to ensure barriers to care are removed.

2. Position Responsibilities

The responsibilities of the position are:

- Receive initial requests for AOD treatment streams; assess need, urgency and capacity to ensure consumers have access to the most appropriate services as soon as possible.

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- Work with consumers, their families and catchment based intake services to develop individual treatment and care plans.
- Coordinate timely effective therapeutic supports in collaboration with BCHS alcohol and drug treatment services.
- Deliver supports and brief interventions that are responsive to the needs of individuals, families and groups.
- As the initial contact person you will liaise with consumers, family members and health practitioners to determine the therapeutic needs of the person, building upon the initial referral.
- Facilitate and coordinate access to both AOD and other BCHS services as required by the individual or family.
- Build sustainable intra and interagency connections that meet the holistic needs of clients and family members with particular attention to dependent children.
- Proactively monitor and report on priority waitlist.
- Collect, collate and report consumer engagement and program data as required.
- Undertake other duties and functions as directed, commensurate with current level of skills and classification.

3. The Role of the Team

The Non Residential AOD team sits within the broader AOD programs and services portfolio alongside Residential Withdrawal Program (Nova House) and Pharmacotherapy services. In turn, AOD Services is situated within the Continued Health and Independence portfolio, which includes Mental Health and Counselling Services, Settlement Services, Cultural Diversity and Workplace Health.

The current programs within the non residential AOD team include:

- Needle Syringe Program
- Mobile Drug Safety
- Non Residential Withdrawal Services
- Care and Recovery Coordination
- AOD Counselling including Forensic Counselling
- Family Support Worker
- Initial Assessment and Care Planning

Staff within these programs provide a broad range of support to highly marginalised individuals and families as well as at risk communities. The suite of services cover initial contact, brief interventions, longer term therapeutic and clinical supports, information, harm reduction education and referral into treatment services both internally and externally. Targeted service users often have very limited engagement with services therefore care plans need to be flexible and individually responsive. Individuals and families being supported by the AOD team receive an integrated response, which addresses their priority needs.

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4. Key Selection Criteria

4.1 Qualification

We are seeking an applicant with AOD experience and a relevant qualification in the health and or social services sector (examples include but are not limited by Social Work, Psychology, Nursing, Allied Health Sciences or other), and Certificate IV in AOD or completion of the required competencies.

4.2 Essential

1. Experience in the provision of assessment and brief intervention services within the AOD sector.
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.
5. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery and proven ability to work with a range of people and organisations.
6. Excellent computer, organisational and time management skills and the ability to be self-directed.
7. Experience in the collection, collation, analysis, development and delivery data reports.
8. Excellent interpersonal skills and communication skills and ability to work as a member of a multidisciplinary team.
9. Current drivers licence and Working with Children Check.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

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6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to at least the minimum level required by the funder.
- Demonstrate positive outcomes for clients through your intervention.
- Show evidence of an integrated service delivery approach for clients.

6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment.

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6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children to reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury / Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Present a Working with Children ID card, if required for the position.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that **"Quality is everyone's business, safety is my responsibility"**

- Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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 Approved: Liz March
 Executive Director Program

Date:/...../.....

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 Agreed: Alcohol and Drugs Referral Assessment and Brief Intervention Worker

Date:/...../.....