

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: ALCOHOL AND OTHER DRUGS (AOD) CATCHMENT PLANNER & COMMUNITY HEALTH AOD ALLIANCE PARTNERSHIP COORDINATOR

Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Classification:	Social and Community Services Employee - Level 5
Site:	This position is primarily based at our Central site, however may work from any BCHS site, outreach location or work from home as negotiated.
Hours per fortnight:	53.2 hours per fortnight (0.7 EFT)
Tenure:	Fixed Term to 30 June 2023
Position description developed:	February 2022
Responsible to:	Executive Leader Wellbeing, Inclusion & Independence

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

This role sits alongside BCHS AOD teams: Non-residential AOD team which focuses on community psychosocial programs and the AOD clinical team which includes residential withdrawal program (Nova House), community-based withdrawal program, and pharmacotherapy services.

In turn, AOD services are part of the Wellbeing, Inclusion and Independence portfolio which also includes Settlement Services, Refugee & Cultural Diversity projects, and the High Risk Accommodation Response initiative.

The current programs within the Non-residential AOD team include:

- Needle Syringe Program
- Mobile Drug Safety
- Care and Recovery Coordination
- AOD Counselling including Forensic Counselling
- Family Support Worker
- Initial Assessment and Care Planning
- AOD Family Violence Advisor
- AOD Peer Support

Staff across the AOD programs provide a broad range of support to highly marginalised individuals and families as well as at risk communities. The suite of services covers 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.

The role would also work closely with BCHS Strategic Planning and Analysis team to support a broader organisational understanding of community needs and strategic service delivery planning.

Position Role

Bendigo Community Health Services (BCHS) is seeking a suitably experience health services planner for the role of Alcohol and Other Drugs (AOD) Catchment Planner – Loddon Region. The role also entails partnership coordination for the Alcohol & Drug Community Alliance (ADCA) comprising of eight community health organisations across Loddon Mallee, of which BCHS is the Lead.

The role is responsible for ensuring a consistent and integrated response to alcohol and other drug issues is achieved across the region and within the Alliance. The position will work with Loddon Catchment Planning Group and BCHS AOD leadership group to coordinate and improve community access to quality AOD health and wellbeing services. The role assists AOD treatment providers to develop an evidence-based catchment plan which identifies critical service gaps and pressures, and strategies to improve responsiveness to individual, family and community needs while considering population diversity and disadvantaged population groups.

The role also supports the secretariat function across both groups at an operational and governance level, and in partnership with ADCA members the position will also be responsible for monitoring data recording, and reporting to the group on data collation and analysis through the Victorian Alcohol Drug Collection (VADC) system.

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Position Responsibilities

The responsibilities of the position are:

- Understand the distinct and diverse needs of people who use drugs and alcohol within the catchment by gathering and analysing relevant health and population data.
- In collaboration with all AOD treatment providers in the catchment, and other stakeholders, develop, implement and review a catchment-based plan.
- Identify current and projected service gaps and pressures and develop cohesive strategies to improve responsiveness to community need and population diversity within existing resources.
- Sector responses will have a particular focus on those facing disadvantage and discrimination such as those who are homeless or at risk of homelessness, have a dual diagnosis, Aboriginal community, Cultural and Linguistically Diverse especially refugee populations etc.
- Ensure the views of clients and their families/significant others inform the development, implementation and review of the catchment plan and are represented in other relevant planning forums.
- Support ADCA member organisations with the lodgement of reliable and valid data into the VADC system. Monitor and analyse service performance data across the catchment and within the Alliance.
- Support the convening and hosting of Catchment Planning and ADCA committee meetings – developing reports to inform meeting discussions.
- Other duties as directed.

Key Selection Criteria

Essential

1. Tertiary qualification in public health, health science, health promotion or related discipline.
2. Experience working with primary health & social services, and an understanding of the health and social services sector.
3. Demonstrated experience in facilitating effective networks and community partnerships.
4. Understanding of the Victorian Alcohol and Other Drug Treatment Service System and factors related to substance use.
5. Fostering collaborative working relationships between organisations through formal and informal partnerships to achieve positive outcomes for a range of stakeholders.
6. Demonstrated high level written, verbal, presentation, and negotiation skills.
7. Demonstrated skills and experience in project planning and evaluation, including the ability to undertake research, analysis, and data interpretation.
8. Ability to effectively work independently and as a part of a team.
9. An ability to demonstrate and display the values of Bendigo Community Health Services.
10. Ability to provide vaccination status information that meets the requirements for healthcare workers.
11. A current Drivers Licence and Police Check.

Desirable

1. Familiarity with the Loddon (and Mallee) catchment and its health and social service system, including AOD treatment services.
2. Previous experience in catchment based planning.

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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.

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.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Development of catchment-based plan for the AOD sector and ongoing proactive management of its actions.
- Timely systematic communication of regional and Alliance data with a view ensuring KPIs are achieved.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

Communication and Team Work:

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

- 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.

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.
- Demonstrate understanding and behaviour to reflect BCHS' values.

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.

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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.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

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.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination status information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

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.

Other Information

- Salary Packaging is available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.