



## Position Description

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<b>Position Title</b>	Alcohol and Other Drug Care & Recovery Coordinator
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services
<b>Reports to</b>	Clinical Lead AOD Services
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification</b>	Level 4
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Review Date</b>	December 2025

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### About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

### Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

### Our Leading Principles

Address health inequity and inequality  
Improve the health and wellbeing of our community  
Have impact and be sustainable

### Values

<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

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### Position Summary

The BCH Alcohol & Other Drug (AOD) team is an innovative, flexible and responsive multi-disciplinary team committed to improving the health and wellbeing outcomes of the community. The team provides a suite of therapeutic treatment services and programs. The AOD team values team work and working flexibly within the team to support and provide capacity within existing treatment services and programs. There will be a range of

opportunities to apply skills including intake, assessment, client and family support, case management, group facilitation, report writing and health promotion activities.

This role will provide interventions for individuals and/or families experiencing issues relating to alcohol and other drugs and is part of the regional team delivering adult AOD treatment services with the Grampians AOD consortium.

The role will be responsible for meeting targets as part of the regional team and will be required to assist with managing forensic clients as required. The role will deliver Care and Recovery Co-ordination Services in the Central Highlands and provide secondary consultation to AOD practitioners across the region to encourage up take of this treatment type.

The role will be responsible for coordinating treatment planning in accordance with client led recovery goals and supporting people's access to other relevant support services. The successful applicant will be required to support meaningful involvement by the client and their family in goal setting to maximise opportunities within the community.

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**Principal Areas of Responsibility**

- Be fully conversant with the framework, policy, procedures and protocols in which drug treatment services and systems operate
  - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
  - Provide high quality engagement, intake, assessment, treatment and support services (pre and post care) to individuals and their families, using best practice principles including family inclusive practice and comorbidity principles.
  - Provide a range of therapeutic interventions such as CBT, MI, ACT etc to dual diagnosis clients.
  - Assist in the development, implementation and provision of group programs and courses.
  - Provide priority access for 'complex' clients and those transitioning to and from bed-based services
  - Case management and coordination to support client goals and recovery.
  - Support integrated treatment pathways for clients.
  - Develop and maintain strong interagency connections to meet the holistic needs of clients.
  - Provide assertive outreach to maximise client engagement and facilitate client linkages to other services.
  - Work with clients and their support teams to develop client led recovery plans and monitor progress
  - Coordinate homeless specific service responses for clients as required, including public housing applications and nominations for transitional housing.
  - Ability to provide information to clients and staff about appropriate referral pathway and treatment options including secondary consultation.
  - Provide health promotion and education to individuals, families and communities who have been affected by alcohol or substance abuse issues
  - Provide emergency assistance (Level 2 First Aid) if required
  - Focus on self-management principles
  - Maintain case notes and other relevant statistics in CIMS internally and externally as required.
  - Support manager with ensuring appropriate data entry and monitoring of targets.
  - Develop and provide appropriate resources in consultation with the Clinical Lead as required.
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- Scope**
- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
  - Work under general direction and within established program guidelines and procedures.
  - Able to make clinical judgements and treatment recommendations within scope of applicable qualification/registration
  - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
  - Continuing education to keep abreast of changes
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- Organisational Responsibilities**
- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
  - Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
  - Work within professional boundaries and relevant scope of practise at all times
  - Maintain relevant professional registration
  - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
  - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
  - Participate in compulsory BCH training programs
  - Ensure that client and staff confidentiality is respected and upheld at all times
  - Attend and actively participate in meetings as required
  - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
  - Participate in performance development plans and supervision
  - Participate in the organisation's continuous quality improvement programs and activities
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- Qualification requirements**
- Minimum Cert IV in AOD and Mental Health or a relevant tertiary qualification such as Social Work, Mental Health, Welfare Work or other related field
  - Current First Aid Certificate
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- Key Selection Criteria**
- 1. Experience:**
- Minimum of two (2) years' experience in the AOD field is essential
  - Previous experience in generalist casework, counselling and group work is required
  - Proven skills in the application of intake, assessment, case coordination and management, and the development of individual treatment plans (including discharge planning skills)
- 2. Interpersonal Skills:**
- Demonstrated ability to work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
  - The ability to work autonomously and be self-directed in the role
  - Excellent verbal communication skills and the ability to engage with a wide variety of stakeholders
  - Capacity to deal objectively and professionally with complex clients and related issues
- 3. Written Communication:**
- Effective written communication skills which are clear and concise

**4. Computer Skills:**

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

**5. Organisational Skills:**

- Ability to prioritise workloads and conflicting tasks and manage deadlines

**6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work
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**Conditions of Employment and other relevant information**

- The successful applicant will be required to maintain a current driver's licence.
  - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
  - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
  - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
  - The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
  - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
  - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
  - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
  - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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