



Position Description

Position Title	Alcohol and Other Drug Program Facilitator
Division / Team	Client Services – Alcohol and Other Drug Services
Reports to	Manager Alcohol and Other Drug Services
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification	Dependent on qualification and experience
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	March 2026

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

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary

Reporting to the Manager Alcohol and Other Drug Services, the Alcohol and Other Drug Program Facilitator will work as a member of a multi-disciplinary team delivering a range of evidence-based clinical treatment interventions individually, and in a group setting.

This role will provide Alcohol and other Drug (AOD) treatment but will also coordinate a program targeted to forensic clients. Activities include coordinating appointments and program activities, coordinating induction sessions for eligible clients, liaising with other treatment clinicians, Department of Justice and Community Safety, the Australian Community Services Organisation (ACSO) and other stakeholders. This role will work with other clinicians in the delivery of group and individual programs, it will require detailed record keeping and reporting on outcomes and statistics.

Principal Areas of Responsibility

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- Provide evidence-based interventions for individuals and/or families experiencing negative impacts of alcohol and other drug (AOD) use.
- Provide evidence-based interventions for associated concerns including but not limited to mental health, trauma, grief and loss and family violence.
- Includes comprehensive assessment, individual counselling, family counselling and group work.
- Provide care coordination, including liaison with and warm referral to other services relevant to the treatment goals.
- Facilitate evidence-based group programs.
- Encourage and facilitate client, carer, family, and peer worker involvement.
- Foster a collaborative, success-focussed culture with colleagues as part of a multi-disciplinary team which operates across several organisations.
- Work closely and collaboratively with the existing AOD and MH teams and services
- Provide clinical expertise to a broad multi-disciplinary team from your area of qualifications and skill set.
- Provide secondary support to other members of the team, including the development of documents as required.
- Participate in client outcome evaluation and service development.
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- Complete and maintain appropriate clinical records and statistical reports according to the organisation's policy and funding body standards. All of which is to be done in a contemporaneous manner.
- Ensure all data and other reporting requirements of funding bodies are submitted as required.
- Support the program to achieve performance targets and to effectively measure outcomes.
- Where required, provide material for written reports to the Manager

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

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures.
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values.
- 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

Qualification and Immunisation requirements

- Relevant tertiary qualification such as Diploma AOD, Counselling and or Mental Health, Social Work
- Have or willingness to obtain AOD Four Core Competencies
- Willingness to undertake additional training relating to specific AOD programs

Key Selection

1. Experience:

Criteria

- Minimum 2 years' experience in AOD sector
- Demonstrate suitable clinical skills, with some expertise of forensic work.
- Experience in providing AOD interventions, counselling, and group work.
- Experience working in an environment with a focus on clients with complex needs.
- Understanding of current alcohol and other drug system, and local service providers
- A strong understanding of and commitment to the social model of health

2. Interpersonal Skills:

- Well-developed communication and interpersonal skills, including the capacity to successfully manage difficult situations.
- Ability to achieve positive outcomes in a fast paced but flexible environment.
- Previous experience with and a passion for inter-departmental collaboration and effective teamwork

3. Written Communication:

Strong, effective written communication and report writing skills.

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems.
- Ability to adapt to the various systems being utilised for the program

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines.
- Proven ability to use initiative to solve problems.
- Experience in active participation in multi-disciplinary team meetings, including offering clinical guidance, mentoring and direction as or if needed.
- High attention to detail

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.
 - 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.
 - 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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