



## Position Description

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<b>Position Title</b>	Alcohol and Other Drugs (AOD) Youth Outreach Worker
<b>Division / Team</b>	Client Services / Alcohol and Other Drugs
<b>Reports to</b>	Clinical Lead Alcohol and Other Drug Services
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification</b>	Level 3
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	January 2026

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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

<b>Values</b>	<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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**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.

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## Position Summary

Alcohol and Other Drug (AOD) Youth Outreach Services are provided across the Central Highlands region. The AOD Youth Outreach Worker will work within a harm minimisation framework and provide assessment, therapeutic intervention and case management to young people in the community and/or at BCH facilities.

The AOD Youth Outreach Worker will work with mandated and/or voluntary clients. The role will also be required to participate in health promotion and community education sessions.

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## Principal Areas of Responsibility

- Provide assertive outreach to maximise client engagement and facilitate client linkages to other services to ensure continuity of care
  - Provide ongoing support to young people in an accessible 'open door' capacity
  - Develop and maintain effective linkages with both internal and external service providers, to ensure appropriate referrals and coordinated service delivery
  - Be fully conversant with the framework, policy, procedures and protocols in which AOD treatment services and systems operate
  - Provide education, information and referral for individuals, family members or significant others affected by alcohol and other drugs
  - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
  - Provide high quality engagement, intake, assessment, treatment and support services to individuals and their families, using best practice principles including family inclusive practice and dual diagnosis principles. Seek assistance and support from senior AOD Youth Outreach Workers and/or Clinical Lead AOD for more complex clients and interventions.
  - Deliver evidence-based treatment interventions as part of the treatment plan
  - Work with clients with co-occurring disorders not limited to but including AOD and Mental Health
  - Work with forensic clients within the justice system, providing assessments and court reports as required
  - Provide secondary consultation as required
  - Ensure client records and program reporting requirements are maintained through accurate recording in the client information management systems
  - Focus on self-management principles
  - Participate in and deliver health promotion activities in line with the Health Promotion Plan and AOD work plan targets and objectives
  - In consultation with the Clinical Lead AOD, provide health care sessions in schools, agencies, institutions, clubs and other community groups 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 closely with and under direction from the line manager.
  - Follow established work practices, policies and procedures.
  - 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
  - Operate within the recovery based, harm minimisation framework in the provision of treatment and support services (designed to meet the needs of individuals and significant others)
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## 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 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

**Qualification requirements**

- A relevant tertiary qualification in health or community services, social work, AOD and / or mental health or related disciplines

**Key Selection Criteria**

**1. Experience:**

- Demonstrated experience and knowledge of the principles and practise of working with young people
- Previous experience working with young people and in case management is highly regarded
- Knowledge of intake, assessment, case management, development of individual treatment plans and discharge planning
- Knowledge of current alcohol and other drug interventions

**2. Interpersonal Skills:**

- Ability to work with clients with co-occurring disorders including AOD and Mental Health
- Skills and experience with managing a case load and meeting targets
- Excellent verbal skills and the ability to engage with a wide variety of stakeholders

**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
- Ability to work autonomously on day to day tasks and be self-directed in the role

**6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work

**Conditions of Employment and**

- The successful applicant will be required to maintain a current driver's licence.

**other relevant information**

- 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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