



Position Description

Position Title	Group Facilitator - Alcohol and Other Drugs
Division / Team	Client Services / Alcohol & Other Drug Services
Reports to	Clinical Lead Alcohol & Other Drug Services
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification	Level 4
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

The Therapeutic Day Rehabilitation program, Making a Change (MAC) is funded by DFFH to enable local rural and regional community access to Alcohol and Other Drug Therapeutic Day Rehabilitation.

The MAC program aims to:

- Facilitate and support behaviour change interventions to assist individuals to reduce or cease harmful substance use
- Assist clients to establish healthier lifestyles free of problematic substance use
- Support people primarily living in the Grampians region, but is open to others
- Provide successful evidence-based interventions in a non-residential setting

BCH is the lead agency in the Grampians region for the MAC program which operates in partnership with Grampians Community Health (GCH) and Ballarat Neighbourhood Centre (BNC).

The Group Facilitator will work closely and collaboratively within a small team to deliver the eight-week program in the Ballarat area. It is expected that each group will have up to 15 clients. The role includes working collaboratively with the broader BCH AOD team, other treatment providers and relevant services to ensure the case management and pre and post support needs of participants are met.

The Group Facilitator will be a member of a regional team that will provide the same program across the Grampians catchment. The Facilitator will play an integral role in developing a regional team culture and in the promotion of the integrity of the program including consistent processes including intake, treatment, exit and evaluation.

Principal Areas of Responsibility

- Liaising with and supporting MAC program partners including GCH and BNC in the delivery of the program and reporting requirements
- Implementation and review of the 8-week program. Editing the content as needed to ensure the program content is aligned to current evidence based practice.
- Support an integrated approach to client services by regular cross program meetings with other AOD treatment services and community health programs
- Build relationships with key stakeholders from other program areas externally and internally
- Work closely with the MAC team and Clinical Lead AOD and Manager AOD Services to ensure the delivery of the program content is monitored for consistency and quality along with ongoing evaluation to make sure that the program is meeting the needs of the target group
- Identify, establish and manage referral pathways with clear criteria and expectations regarding appropriate referrals to the program
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- Provide clients, family and or significant others with initial information
- Provide screening and assessment utilising required tools and interpersonal skills prior to clients being accepted into the program to ensure best possible outcomes
- Provide skilled group facilitation to clients who have dual diagnosis and often complex presentations including Mental Health and Acquired Brain Injury
- Provide interventions such as cognitive behavioural therapy, strength-based and solution focused therapy, motivational interviewing and experiential learning
- Provide exit planning and post program follow up support
- Maintain case notes and other relevant statistics in the client information management system and other documentation as required
- Maintain privacy and confidentiality for clients, and ensure a non-judgemental approach
- Work within a harm minimisation framework to provide education on alcohol and other drug safety
- Aid in the provision of services to reduce harm caused by use of alcohol and other drugs
- Oversight and budgeting within the financial constraints of the program
- Provide student placement, trainee, cadetship support as required
- Provide emergency assistance (Level 2 First Aid) if required

	• Focus on self-management principles • Comply with legislation regarding Family Violence reform, Information Sharing Schemes and the Multi Agency Risk and Management (MARAM) framework
Scope	• To follow leadership and management direction and seek advice on all matters outside usual scope of practice. • 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 • 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 • AOD operate from a recovery based, harm minimisation framework in the provision of treatment and support services (also designed to meet the needs of individuals and significant others) • Utilise statewide AOD screening and assessment tool
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 requirements	• Relevant tertiary qualification in Community Services, Alcohol and Other Drugs, Mental Health, Social Work, Counselling, or related disciplines or working toward • First Aid training
Key Selection Criteria	1. Experience: • Previous experience in program facilitation, generalist casework, counselling and group work preferred • An understanding and experience of group processes and group dynamics • Ability in the application of assessment, collaborative care as well as development of individual treatment plans (including exit planning) • Knowledge of current alcohol and other drug evidence based interventions

2. Interpersonal Skills:

- Ability to work with clients with co-occurring disorders including but not limited to AOD and Mental Health
- Demonstrated ability to work cohesively in a small team
- Excellent verbal communication skills and the ability to engage with a wide variety of stakeholders

3. Written Communication:

- Strong written communication and report writing skills
- Effective written communication skills which are clear and concise

4. Computer Skills:

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

5. Organisational Skills:

- Ability to be flexible regarding work tasks, responsibilities and support team members
- Capacity to deal objectively and professionally with complex clients and related issues

6. Alignment with BCH values:

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

**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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