



## Position Description

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<b>Position Title</b>	Integrated Mental Health and Alcohol and Other Drug Social Worker
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services/Step Thru Care
<b>Reports to</b>	Alcohol & Other Drugs and Mental Health Clinical Integration Lead
<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>	May 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.

### 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 team values teamwork and is looking for an experienced and qualified person to work flexibly within the Step Thru Care program to support and provide capacity within the existing service.

The Social Worker will focus on wellbeing, supports, barriers to meaningful participation in the community, skill building and social and environmental factors. There will be a range of opportunities to apply skills including, assessment, goal planning, client and family support, counselling, psycho-education, group facilitation, supporting linkages within community, enhancing resources and completion of data and documentation.

This role will provide therapeutic interventions for individuals experiencing issues relating to mental health and alcohol and other drugs, and is part of a Step Thru Care regional partnership. The role will be responsible for meeting targets as part of the lead agency within the regional partnership. The role will deliver social work practice in the context of the integrated mental health and AOD team. This will also include the provision of secondary consultation as situation determines.

The role will be responsible for coordinating treatment planning in accordance with client led recovery goals and supporting people's access to other relevant services. The position will be required to establish person-centred goals and support meaningful involvement by the client to achieve desired change and support opportunities for participation within the context of their lives, relationships and community.

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**Principal Areas  
of Responsibility**

- Ability to identify barriers across life domains that inhibit a person's meaningful participation in their life.
- Provide focused psychological strategies, including to dual diagnosis clients.
- Assist in the development, implementation and provision of group programs including appropriate resources.
- Be fully conversant with the framework, policy, procedures and protocols in which AOD & MH integrated treatment services and systems operate
- Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
- Ability to identify barriers across life domains that inhibit a person's meaningful participation in their life.
- Practice and advocate in alignment with social justice principles
- Focus on supportive skill building that fosters empowerment and self-management.
- Demonstrate best practice principles to provide quality engagement, intake, assessment and therapeutic support.
- Provide direct service, advocacy and coordination to support client recovery goals including outreach within the community.
- Support integrated treatment pathways for clients.
- Work with colleagues to develop and deliver programs
- Develop and maintain strong interagency connections to meet the holistic needs of clients.
- Ability to provide information to clients and staff about appropriate referral pathway and treatment options including secondary consultation.
- Promote health and wellness and offer psycho-education to individuals, families and communities as determined.
- Maintain case notes and other relevant data in CIMS internally and externally as required.

## Reporting

- 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 into the relevant data system and client file management system.
  - Ensure all client interactions are documented within BCH's client management system
  - Support the program to achieve performance targets and to effectively measure outcomes
  - Where required, provide material for written reports to the Manager and Executive Manager, including contributions for annual and quality of care reports, member newsletters and reports for The Board
  - Work closely with and under direction from the AOD & MH Clinical Integration Lead Role
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## Scope

- To follow leadership and management direction and seek advice on all matters outside the 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
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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 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 preferred, in combination with a Bachelor of Social Work, or a relevant tertiary qualification that qualifies for accreditation as a Mental Health Social Worker, through the AASW.

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**Key Selection  
Criteria**

**1. Experience:**

- Experience in the mental health and/or AOD sector is essential
- Previous experience in generalist casework, counselling and group work
- Proven skills in the application of assessment, care coordination, 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 and Mental Health
- Excellent verbal communication skills, reflecting the ability to engage within diverse socio-cultural influences
- Demonstrated ability to develop constructive working relationships, with a wide variety of stakeholders
- Capacity to work objectively and professionally with complex client contexts and related issues

**3. Written Communication:**

- Timely and effective written communication skills

**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, conflicting tasks and manage timelines to meet targets and key performance indicators.
- The ability to work autonomously and be self-directed in the role

**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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