



## Position Description

<b>Position Title</b>	Specialist Alcohol & Other Drug (AOD) Family Violence Advisor
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services
<b>Reports to</b>	Manager Alcohol & 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 5
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	November 2025

**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

**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 Victorian Government funded establishment of the Alcohol and Other Drug Specialist Family Violence Advisor (AOD SFVA) positions across the state in 2017 in response to the Royal Commission into Family violence. The positions are auspiced by alcohol and other drug service providers. AOD SFVA's embed family violence expertise within the AOD sector, support continuous improvement, lead system and practice change and build sector capacity and capability to identify, assess and respond to family violence.

The AOD SFVA will build capacity in the AOD workforce to recognise and respond to family violence. This includes identifying and ensuring that the workforce has completed the mandatory Multi Agency Risk Assessment Management (MARAM) training and providing secondary consult to the workforce across the Central Highlands region.

This role will work within Ballarat Community Health but will also provide consultation to other external local AOD providers. The AOD SFVA will participate in external committees and panels as identified.

The AOD SFVA role has a strategic focus which involves supporting the development of more integrated service response between AOD and family violence services through a broad set of activities that aim to improve service and system development; practice development and effective service responses; and workforce development and support.

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## Principal Areas of Responsibility

- Liaise with and support the SFVA AOD advisors across the catchment to promote consistency of service delivery
  - Promote and support activities and approaches to maximise engagement with AOD workforce
  - Promote and support client information sharing (where appropriate) and collaborative work between AOD services and specialist family violence services to achieve better engagement with services for victim/survivors and perpetrators of family violence. This may require working out of other relevant stakeholder offices.
  - Build capacity in and support the AOD workforce to identify family violence related risk and strategies to mitigate those risks for individual clients
  - Assist AOD workers to understand and navigate the specialist family violence system
  - Maintain an in-depth knowledge of the specialist family violence support services in the area and the eligibility requirements for such services, including support and safety hubs as they are established
  - Ensure enhanced quality and consistency of the service response to victim/survivors and perpetrators of family violence at whichever point they access the health and human services systems
  - Keep up to date information on waitlists and alternatives for family violence support services in the area
  - Provide secondary consultation to the AOD workforce and agencies in the local area regarding specific family violence issues (particularly in the assessment of clients at high risk with the most complex presentations)
  - Support the AOD workforce to utilise the MARAM training and templates
  - Support and strengthen networks and collaborations between agencies and across relevant sectors
  - Engage, participate in and contribute to the State-wide activity related to Specialist Family Violence Advisor roles
  - Ensure all reporting requirements are completed to the appropriate standard including quarterly reports and regional work plan.
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**Scope**

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Operate autonomously within clinical guidelines and use judgement to make clinical decisions.
- Provide subject matter expertise in line with qualifications/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
- 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)
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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

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**Qualification requirements**

- Relevant tertiary qualification in AOD, Mental Health, Community Services, Social Work, or relevant discipline

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**Key Selection Criteria****1. Experience:**

- Significant experience working in the AOD, MH and / or FV sector with good knowledge of the family violence service system
- Demonstrated knowledge of driving organisational change, service development and/or working across sector boundaries (or similar) is desirable
- Completed MARAM training and be comfortable utilising the templates and resources
- A significant understanding of family violence, the social and systemic issues and intersectionality that affect the community and the relationship between family violence and substance misuse in the context of AOD treatment services, and its implications for AOD service delivery
- Working understanding of relevant legislation and how it impacts on family violence

## **2. Interpersonal Skills:**

- Demonstrated experience in interagency liaison, consultation and the building of partnerships with key stakeholders and relevant service sectors
- Willingness and ability to engage with services working with perpetrators of family violence for the purpose of service linkage and referral

## **3. Written Communication:**

- Highly developed written communication and report writing skills including accurately recording data, correspondence and providing written evidence as required

## **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:**

- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies
- Ability to work both autonomously and within a team
- Demonstrated ability to manage confidential information

## **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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