



Position Description

Position Title Intake and Recovery Clinician – Alcohol and Other Drugs
Division / Team Client Services / Alcohol & Other Drug Services
Reports to Manager Alcohol & Other Drug Services
Agreement / Award Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification As per contract of employment
EFT / Term As per contract of employment
Work Location As per contract of employment
Date Approved January 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

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 Ballarat Community Health (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 AOD team values teamwork and is looking for an

experienced and qualified person to work flexibly in supporting and providing capacity within existing therapeutic treatment services and programs.

This role will predominantly perform intake responsibilities within the AOD team and will also provide interventions for individuals and/or families experiencing issues relating to alcohol and other drugs within the Care and Recovery Coordination guidelines.

There will be an array of opportunities to apply skills including intake, assessment, client and family interventions and support, case management, report writing and health promotion activities.

Team Environment

The diversity and passion within the AOD team enables and supports an environment in which to collaborate, learn, grow and be innovative.

Principal Areas of Responsibility

- Be fully conversant with the framework, policy, procedures and protocols in which AOD treatment services and systems operate
 - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
 - Provide high quality engagement during the intake process
 - Assess client's substance use using a range of clinical tools and interpersonal skills
 - Develop strategies that will assist clients in engaging with the service and facilitate supportive processes at BCH to further enhance client's ability to engage
 - Provide priority access for 'complex' clients and those transitioning to and from bed-based services
 - Provide information to clients and staff about appropriate referral and treatment options
 - Liaise with the broader team regarding care planning, referrals and progress to ascertain support needs and integrated referral pathways
 - Provide assessment, treatment and support services (pre and post care) to individuals and their families, using best practice and evidence-based principles including family inclusive practice
 - Work with clients with co-occurring disorders including AOD and Mental Health
 - Provide assertive outreach to maximise client engagement and facilitate successful client linkages to other services
 - Develop and maintain strong interagency connections with a range of health, welfare and support service providers
 - Work closely with ACSO assessors to ensure best possible opportunities for voluntary clients to engage with the program
 - Provide secondary consultation where required
 - Maintain case notes, client records and other relevant statistics in the client information management system and other documentation as required
 - Utilise various client information management systems to receive and provide information regarding clients
 - Focus on self-management principles
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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
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- AOD operate from a recovery based, harm minimization framework in the provision of treatment and support services (also designed to meet the needs of individuals and significant others)
 - Adult and Youth Intake and Assessment – Utilise statewide AOD screening and assessment tools
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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 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
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Qualification and Immunisation requirements

- Relevant tertiary qualification such as Social Work, Community Services, Counselling or other related discipline
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Key Selection Criteria**1. Experience:**

- Proven skills in the application of intake, assessment, case coordination, and the development of individual treatment plans (including discharge planning skills)
- Proven skills in working collaboratively with clients to identify treatment / support needs including identifying risk
- Knowledge of current alcohol and other drug interventions

2. Interpersonal Skills:

- Demonstrated ability to work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
- The ability to work autonomously and be self-directed in the role
- Excellent verbal communication 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 and be self-directed in the role
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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.
 - 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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