



## Position Description

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<b>Position Title</b>	Team Lead - Alcohol and Other Drug Services
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services
<b>Reports to</b>	Manager Alcohol and Other Drugs Services
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Service) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification</b>	Dependent on qualifications and experience
<b>EFT / Term</b>	Full Time 1.0 EFT / Ongoing
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	September 2024

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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**

BCH provides a broad range of AOD treatment services and is the lead agency of a consortium that provides a range of Alcohol and Other Drug (AOD) services across the Grampians region. This position will support the Manager of AOD in coordination of these services. This will include operational requirements and supervision of staff while also holding a client case load. The established and experienced multidisciplinary AOD team provide both voluntary and forensic programs funded by DFFH.

This role would suit a Clinician who has qualifications and / or experience in Leadership, AOD, Mental Health, Community Services and or Social Work.

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**Team Environment**

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

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**Principal Areas of Responsibility****Leadership**

- Display excellent leadership skills
- Work collaboratively with the Manager AOD Services, including taking direction as and when needed
- Foster a collaborative, success-focussed culture with colleagues as part of a multi-disciplinary team
- Be an integral component in building a successful team, by role modelling and displaying innovative practice
- Identify service and system gaps and contribute to the development of appropriate processes to improve outcomes
- Show initiative in managing work outcomes, opportunities and challenges
- When necessary be involved in recruitment
- Provide line management and clinical supervision to team members
- Orientate new staff to the service and broader organisation
- Facilitate student placements of various disciplines
- Facilitate liaison and education with other external agencies as required
- Act in the AOD Managers role during periods of leave

**Improve Overall Health and Wellbeing of clients**

- Undertake thorough assessment, including identifying the client's goals and, gathering of detailed background information and risk assessments, utilising the AOD suite of tools, determining the most appropriate treatments required
- Develop a comprehensive treatment plan to address the client's AOD needs and supports
- Deliver robust, evidence-based therapeutic counselling interventions, of varying duration and intensity to individuals, families and groups within a recovery framework
- Deliver evidence-based treatment interventions as part of the treatment plan
- Provide collaborative care, including liaison with and referral to other services relevant to the treatment goals
- Encourage and facilitate client, carer and family involvement
- Support a planned discharge involving ongoing supports
- Provide secondary consultation to other members of the team
- Participate in client outcome evaluation and service development

**Reporting**

- Be a champion within the team displaying above average levels of organisation, including maintaining data

- Complete and maintain appropriate clinical records and statistical reports according to the organisation's policy and funding body standards
  - Ensure all data and other reporting requirements of funding bodies are submitted as required
  - Support the Manager AOD Services to achieve performance targets and to effectively measure outcomes
  - Where required, provide material for written reports to the CEO and Executive Manager Client Services, including contributions for annual and quality of care reports, member newsletters and reports for The Board
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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
  - 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 and Immunisation requirements**

- Tertiary qualifications in Management, AOD, Mental Health, Social Work and / or Community Services
  - Clinical Supervision
  - Covid 19 Vaccination and Boosters as required
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**Key Selection Criteria****1. Experience:**

- Demonstrated experience in successfully leading operational activities in programs and teams
- Demonstrated qualifications and experience in line management and clinical supervision

- Demonstrated experience in providing assessment and developing treatment plans
- Experience in providing evidence-based interventions and treatment
- Experience working in an environment with a focus on clients with complex needs
- Understanding of current AOD systems
- A strong understanding of and commitment to the social model of health
- Dual Diagnosis experience is desirable

**2. Interpersonal Skills:**

- Well-developed communication and interpersonal skills, including the capacity to successfully manage difficult situations
- Ability to contribute to a positive and successful team environment
- Previous experience with and a passion for collaboration and effective teamwork

**3. Written Communication:**

- Effective written communication skills which are clear and concise
- Effective documentation, including assessment, treatment planning and clinical notes

**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:**

- Proven ability to prioritise workloads and conflicting tasks and manage deadlines
- Ability to work independently, whilst taking direction from BCH leadership team

**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.
- 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.