

# Position Description



<b>Title</b>	AOD Family Reunification Clinician
<b>Business Unit</b>	Wellbeing Services, Mental Health & Alcohol and Other Drugs Programs
<b>Location</b>	105 Dana Street Ballarat
<b>Employment type</b>	Part Time 0.9 (68.4 per fortnight) Maximum Term – until 01/09/2020 Maternity Leave Cover
<b>Reports to</b>	Alcohol and Other Drugs Programs Coordinator

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The purpose of this position is to reduce AOD related harms to individuals and their families by conducting assessments and providing a range of counselling and care and recovery interventions to assist parents who are required to comply with AOD treatment conditions as part of their child's family reunification order.

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

**Internal:**

- Other Uniting & AOD Staff

Approved by: (position [see delegations of authority policy] Senior Manager WS)	Page 1 of 4	Division: People and Culture
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# Position description

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### External

- Child Protection
  - Clients, families & guardians
  - Family Services
  - Other Health & Welfare Agencies
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## 5. Key responsibility areas

### Service delivery

- Providing high quality engagement, assessment, treatment and care and recovery support services to individuals and their families through evidence based therapeutic counselling and group work.
- Conducting comprehensive assessments including:
  - Ascertaining information on substance abuse, history, mental health and risk;
  - Utilising the mandated AOD assessment tool;
  - Arranging further assessments and secondary consults if required
  - Presenting assessments at clinical review and making recommendations.
- Contributing effectively to a clinical review process.
- Developing treatment plans and providing effective AOD counselling interventions to meet the individual needs of clients and their families, including those with complex needs: and incorporating the best interests of children.
- Providing care and recovery coordination for clients including by outreach to clients or other services where required.
- Provide information, education and practical assistance to clients to help them to reduce the harms of their substance use to themselves and their children.
- Providing clients with exit and post treatment support plans to offer them appropriate support to maintain treatment gains.
- Facilitating interim support for clients awaiting the commencement of counselling services.
- Considering the needs of and identifying any risks to vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family Service agents when indicated to increase the level of child, parenting and family support offered to their clients
- Work collaboratively with Child Protection on the family reunification plan
- Participating in the ongoing development of the AOD Family Reunification Program towards the achievement of the program's objectives.

### Administration and finance

- Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner Enter responsibilities here
- Contributing to the achievement of continuous quality improvement.
- Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant.
- Undertaking other duties as directed.

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### Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 6. Person specification

### Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24 months of employment).

(Refer to Appendix A for details on competencies)

### Experience

- Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis clients and working with families.
- Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement approaches.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values (*this is mandatory in all Uniting position descriptions*).
- Proven ability to work effectively with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- Ability to convey warmth, openness, empathy and concern for the welfare of clients.
- Collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Current Victorian Driver’s License
- Eligibility to work in Australia

## APPENDIX A

### AOD Competencies

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This position requires the successful candidate to have the following competencies (or their equivalent). Where people do not already have these competencies Uniting will invest in the person's professional development by providing them through an RTO.

The competencies required in the first 12 months of employment are:

- CHCAOD001 - Work in the AOD sector – 4 days
- CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

The competencies required in the second 12 months are:

- CHCAOD002 - Work with clients who are intoxicated – 3 days
- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>