# Employee Position Description

## Position Details

<table>
<thead>
<tr>
<th>Position Title: Family Focus (AOD) clinician</th>
<th>Department: AOD program</th>
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<tbody>
<tr>
<td>Reports To: Manager of AOD program</td>
<td>Location: Hawthorn and Doncaster primarily with the occasional requirement to travel and work across all AccessHC sites</td>
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<tr>
<td>Direct Reports: Nil</td>
<td>Employment Status: Part time Fixed Term until June 2020</td>
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## Agreement:
Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017

## Employment Status:
SACS Employee Level 4(Social Work Class II) Pay Point dependant on experience

## Position Primary Purpose

**AOD counselling and support**

## Key Relationships

**Internal**
- Other Access Careteam members ie/ Access mental health team, Access GP etc
- Senior Clinician and Manager

**External**
- Can include family members, Office of Corrections, DHHS, other organizational Careteam members, stake holders and funding body,

## Decision Making Authority

- Decisions made independent of Manager
  - Based on the Comprehensive Assessment of identified needs, determine and support 1/ safety and 2/ establish client goals (with client)
  - Formulation of care plan and all counselling and/or case management responsibilities in conjunction with Senior Clinician

## Key Accountabilities

### Focus Areas

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<tr>
<th>Various AOD services</th>
<th>Responsibilities</th>
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<td></td>
<td>Conducting comprehensive assessments, developing collaborative individual treatment plans and making referrals to support the client's recovery journey</td>
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*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.*
### Key Accountabilities

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|                                     | Providing therapeutic counselling for clients using evidence-based treatment and a dual diagnosis framework  
A small component of case management and care co-ordination for clients with complex and multiple needs |
| **Therapeutic Interventions**       | • The AOD Family Clinician will work within a recovery-orientated and harm minimisation model which uses a trauma-informed, strengths-based and family inclusive approach to substance misuse.  
• Family services are closely integrated and connected with all AOD programs within the service, as well as with other family and allied health services at AccessHC (including the GP practice, headspace: Hawthorn and the allied health Child & Family Team).  
• Therapeutic interventions may include solution-focussed or systemic therapy, motivational interviewing, mindfulness, Acceptance and Commitment Therapy (ACT) and Cognitive Behaviour Therapy (CBT) |
| **Provision of family support and treatment services** | • Work within a holistic, strengths-based and recovery-oriented framework to assisting family members affected by substance use  
• Conduct holistic family AOD assessments (including risk assessment) of clients and families across the Family Focus specific and larger AOD program  
• Identify collaborative treatment goals and develop individual treatment plans with clients across a range of domains within a family-inclusive practice model  
• Provide effective and evidence-based therapeutic interventions to individuals, couples and families affected by someone’s substance use; this may include individual or family counselling, psycho-education, case management, group therapy or brief intervention  
• Where appropriate, facilitate mediation and reconciliation between family members (including young people) whose relationships have been affected by substance misuse  
• Contribute to the support of clients who are waiting for service provision and assist in the management of waiting lists, referrals and service allocation  
• Where appropriate, provide assessment and treatment services to clients presenting with substance misuse  
• Participate in shared care plans in collaboration with internal services and external agencies as required  
• Provide psycho-education and/or secondary consultations about substance use and dual diagnosis for individuals, family members and relevant service providers in the community, and facilitate referrals as appropriate  
• Assist with the development and delivery of educational resources and training packages for target clients, families and workforce groups modelled on evidence-based best practice  
• Assist in the delivery of the Family Interest Group, developed in partnership with the Family Focus project team  
• Build capacity with internal and external services providers and agencies to improve the identification, assessment and response to families affected by substance use |
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| Key Accountabilities                | • Lead the development of a family support/counselling model  
• Develop strong community and sector connections to support improved co-ordination of service planning, delivery and review across the region  
• Build on and maintain networks and referral pathways with relevant internal and external stakeholders (eg. GPs, mental health services and other AOD providers)  
Service Development and Project Work | • Assist with the development and delivery of educational resources and training packages for target clients, families and workforce groups modelled on evidence-based best practice  
• Build capacity with internal and external services providers and agencies to improve the identification, assessment and response to families affected by substance use  
• Lead the development of a family support/counselling model  
• Develop strong community and sector connections to support improved co-ordination of service planning, delivery and review across the region  
• Participate in clinical review, case conferencing, intake and allocation meetings within the Alcohol and Other Drug team as required  
Documentation and administration   | • Conduct reviews and discharge planning and liaise with the Manager/Senior Clinician as appropriate  
• Manage and meet individual performance targets as required for funding purposes; provide accurate and up-to-date client records and targets each quarter  
• Represent the service as required in a professional, courteous and empathic manner  
• Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents  
• Engage in regular clinical supervision, contribute to team meetings and participate in a supportive team culture  
• Actively participate and contribute to AccessHC service integration activities as requested by the Manager  
• The AOD clinician will write up case notes in the Electronic Client file Record (EHR) within the 24 hour period post appointment and is responsible with inputting the relevant information on associated client data collection and client information sharing systems of accountability in a timely manner.  
Support of client centered practice based on best practice principles | • Build on and maintain networks and referral pathways with relevant internal and external stakeholders (eg. GPs, mental health services and other AOD providers)  
• The AOD Family clinician may be required to attend meetings in relation to co-ordinated client care ie/Careteam meetings and relevant consortium partnership/ AOD sector/ Professional discipline meetings in relation to AOD sector and client service provision  
• They will be required to attend monthly clinical supervision with Senior Clinician as well as monthly Organizational supervision with Manager.  

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.
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<td>Monthly Group supervision is also encouraged.</td>
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<td>Training around Professional Development will be jointly decided on by AOD clinician and Senior Clinician and Manager.</td>
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### AccessHC Values

Through actions and behaviour, demonstrate AccessHC Values of; *Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.*

### Governance and Compliance

- Act in accordance with AccessHC’s policies, procedures and code of conduct.
- Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.
- Participate in mandatory training requirements to support the delivery of a safe and effective service.

### Workplace Health and Safety

- Act in accordance with health and safety policies and procedures at all times.
- All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

### Selection Criteria

#### Standard selection criteria items

- Police Check *(mandatory)*
- International Police Check *(mandatory if lived/work OS in past 10 yrs)*
- Working With Children Check *(mandatory)*
- Professional Registration
- Medicare Registration Provider Number *(dependant on position)*
- Driver’s Licence *(dependant on position)*

#### Qualifications, registrations and experience

- Relevant qualification in alcohol and other drugs (such as a Cert IV or Graduate Diploma in AOD), or a minimum of 3 years’ demonstrated experience working in the AOD sector. *(Mandatory)*
- Recognised tertiary qualifications in psychology, social work, mental health nursing, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions. *(Mandatory)*

#### Key skills and attributes

- Strong communication and interpersonal skills
- Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds
- Commitment to continuous quality improvement and health promotion principles
- Effective time management and prioritisation skills
- Well-developed presentation and report writing skills
- High level of accuracy and attention to detail
- High level of cultural sensitivity and awareness
- Strong analytical and problem solving skills

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**Key Accountabilities**

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<td>Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to the misuse of pharmaceuticals and other substances (including assessment, brief intervention, risk assessment and management, family support, therapeutic counselling and case management/care coordination).</td>
<td>Mandatory</td>
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<tr>
<td>Demonstrated service co-ordination practices with internal and external service providers (including primary health/medical sector) and the ability to provide holistic care for clients presenting with a broad range of substance use and psychosocial needs.</td>
<td>Mandatory</td>
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<tr>
<td>Demonstrated skill and experience in clinical risk assessment and management.</td>
<td>Mandatory</td>
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<td>The ability to maintain high level clinical assessment documents, client records, reports and case notes</td>
<td>Mandatory</td>
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<td>Well-developed interpersonal and communication skills and the ability to work both autonomously and as part of a team</td>
<td>Mandatory</td>
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<td>The ability to work respectfully and creatively with diverse populations, including Indigenous Australians, CALD communities and the LGBTIQ community.</td>
<td>Mandatory</td>
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<td>Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs.</td>
<td>Desirable</td>
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<tr>
<td>Medicare Registration Provider number</td>
<td>Desirable</td>
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**Access Health and Community is a Child Safe Organisation**

**Access Health and Community** actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background.

**Access Health and Community** is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment.
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