

## **Position Summary**

### **Key Supervisor, Intensive Outpatient Program**

The Key Supervisor, Intensive Outpatient Program (IOP), will lead a multi-disciplinary team to implement and deliver the intensive outpatient treatment service to individuals experiencing complex and problematic alcohol and other drugs use.

The key supervisor will be a credible and respected leader who is an outstanding communicator and possesses exceptional clinical skills. With expertise in Cognitive Behavioural Therapy (CBT), Motivational Interviewing (MI), family systems, and the physiology of addiction, the key supervisor will oversee the implementation and delivery of the treatment model.

This role will ensure structural and clinical fidelity of the treatment model by: ensuring utilisation of the manualised treatment materials as prescribed; monitoring consistency of scheduling and facilitation of all individual and group sessions; ensuring collection and documentation of weekly random drug/alcohol screens; monitoring group size; ensuring utilisation of peers as co-leaders (when appropriate); and ensuring active follow-up for client retention.

## **Key Responsibilities**

The key supervisor works as a member of the intensive outpatient treatment team and will oversee the day-to-day operations of the treatment program. The focus of this role will include:

- Program Management including implementation, service delivery, and program fidelity
- Becoming an expert in all components of the intensive outpatient program, including service delivery
- Coaching staff to become skilled practitioners in the treatment model
- Provision of weekly clinical supervision with all IOP staff
- Monitoring service delivery through direct observation and/or listening to sessions on a weekly basis to ensure adherence to fidelity
- Completion of reporting
- Training new staff in all aspects of the treatment model
- Working closely with the PHN around all aspects of implementation and service delivery
- Monthly program auditing with PHN to ensure model fidelity
- Ensure uninterrupted program delivery. In the event of staff resignation, step in as the primary therapist (if required).
- Ensure treatment is welcoming, empathic and optimistic and, where possible, reduces stigma and shame for people and their families experiencing complex alcohol and other drug use.
- Works collaboratively with the broader multidisciplinary team to ensure the efficient, effective and responsive operation of the IOP service to ensure program model fidelity

## **Essential Requirements**

### **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 required competencies



## Skills and Experience

- Minimum 5 years' experience in leadership in a comparable role with demonstrated leadership skills including the ability to lead and manage a program and the capacity to plan work, motivate staff and monitor performance
- Demonstrated expertise in the physiology of addiction
- Demonstrated expertise in a range of evidence-based clinical interventions including Cognitive Behavioural Therapy, Motivational Interviewing/Motivational Enhancement Therapy, Family Systems
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner
- Experience in advancing external partnerships, with service providers, government and other stakeholders, to enhance care pathways and build sector capacity
- Demonstrated ability to provide leadership and support to staff with a variety of roles and experience.
- Demonstrated ability to develop healthy team culture
- Excellent oral and written communication skills

## Terms:

This role is offered on a full time contract basis (6+12 months) EFT 1.0

Competitive Salary Sacrifice options apply

Please note: It is mandatory for the successful applicant to hold a current Working with Children Check and be prepared to undergo a National Criminal History Check prior to commencement

## **To Apply:**

### Applications should include:

1. Cover letter addressing the Key Selection Criteria\*
2. Up to date resume
3. 2 professional references

\*Applications that do not address the Key Selection Criteria will not be considered.

### Applications should be emailed as follows:

TO: [Gayle@firststep.org.au](mailto:Gayle@firststep.org.au)

REF: RSL/Key Supervisor

BY: ASAP

Note: First Step is a independent not-for-profit organisation that provides a safe and nurturing work environment for people of all backgrounds, genders, religions, sexualities, ethnicities or any other factor.