



POSITION DESCRIPTION

POSITION TITLE:	Intake & Assessment Senior Clinician
PROGRAM:	Therapeutic Services & Capacity Building
STATUS:	0.8 EFT
REPORTING TO:	Manager, Therapeutic Services & Capacity Building
LOCATION:	615 St Kilda Road
CLASSIFICATION:	VAC Employment Agreement April 2014 Social Worker Class 2, SACS Level 5

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For the past 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Now, our work has moved beyond Victoria and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Counselling team, the Alcohol and Other Drugs team, the Family Violence Team and the Capacity Building team make up the Therapeutic Services and Capacity Building team at Thorne Harbour Health.

Our Counselling Service provides therapeutic counselling to individuals, couples, and families as well as group programs. These specialist services target the LGBTI community and people at risk of, living with or otherwise affected by HIV or Hepatitis C. The counselling team includes therapists (both paid staff and volunteers) with Counselling, Psychology and Social Work qualifications with training in different therapeutic modalities.

Our Family Violence Service works with LGBTI community members who are victim/survivors of violence in their relationships and those who use violence in their relationships. Interventions provided include counselling, case management, therapeutic group work and both victim/survivor and perpetrator brokerage.

Our Alcohol and Other Drugs Team works from a harm reduction framework and provides individual AOD counselling, peer support and education, casework and group programs to assist people to cease their substance use or reduce the harms associated with their substance use. These specialist services target the LGBTI community and people at risk of, living with or otherwise affected by HIV or Hepatitis C.

All clinical staff in Therapeutic Services have appropriate qualifications in human services work. All staff are expected to participate in regular clinical supervision. Additional group supervision is provided to clinicians who provide services to people who use violence in their relationships.

Thorne Harbour Health's Capacity Building program develops and delivers education and training initiatives that aim to improve sector capacity to work more knowledgeably and affirmatively with LGBTI community members. The training and capacity building we offer range from: alcohol and other drug services; relationship and family violence; trans and gender diverse health and mental health; and HIV prevention and treatment.

3. POSITION ROLE AND RESPONSIBILITIES

Access to therapeutic services at Thorne Harbour Health is facilitated via a central intake and assessment process. Skilled intake and assessment clinicians work with clients to identify their needs, determine the most appropriate service response and maintain supportive contact until treatment commences. The Intake & Assessment Senior Clinician provides guidance and leadership in intake and assessment, supervises intake and assessment clinicians, provides oversight and support to ensure appropriate management of clinical risk and ensures a responsive and timely intake and assessment process.

Key roles and responsibilities of the Senior Intake & Assessment Clinician include:

- Roster staff and manage work flows to ensure that enquiries are responded to in a timely and fulsome manner
- Provide operational supervision, leadership and guidance to intake and assessment team staff
- Provide oversight and ensure identification and appropriate management of clinical risk arising during intake and assessment process
- Facilitate the professional development of the Intake & Assessment team across counselling, family violence and AOD assessment
- Actively manage any waitlists, including the provision of support to clients waiting for a service
- Provide secondary consultation to other health professionals as required

- Provide comprehensive and professional intake, assessment and referral services
 - Work in a warm, engaging and collaborative manner with clients to gather and record relevant data and support clients to identify support needs and agree on initial treatment pathways where relevant
 - Accurately assess clinical risk and current treatment/support needs
 - Make appropriate referrals to meet treatment/support needs
 - Maintain supportive contact with clients until allocation/treatment commences
- Provide brief interventions to address immediate concerns (e.g. provide harm reduction information or crisis intervention)
- Participate actively in client allocation and review processes
- Liaise with other workers and agencies regarding care planning, referrals, and client progress
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Achieve performance targets as set and work within Program guidelines
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners
- Work within Thorne Harbour Health privacy policy and adhere to all Thorne Harbour Health policies and procedures, including professional codes of practice
- Other duties as directed and dependant on service or operational need.

4. KEY SELECTION CRITERIA

Qualifications

1. Relevant tertiary qualification in health or community services, such as social work, psychology, nursing, counselling or related disciplines
2. Current Victorian driver's licence

Skills and experience

1. Experience and competence in working collaboratively with clients to identify treatment/support needs in regards to mental health, AOD and/or family violence issues, including identifying risk
2. Experience and competence in treatment planning for clinical services (counselling, AOD and/or family violence) including risk management
3. Highly developed oral and written communication skills
4. Experience and competence in providing supervision and leadership to other health professionals in AOD, Counselling or Family Violence
5. Previous experience in service design
6. An interest and willingness to work with people from LGBTI communities and people living with HIV in a non-judgmental and respectful manner
7. Capacity and willingness to contribute to a supportive and productive team environment

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC Employment Agreement 2014. The classification for the position is Social Worker Class 2, SACS Level 5; Paypoint commensurate with experience.
- Salary packaging is available at Thorne Harbour Health. It is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation (9.5%) will also be paid.
- Conditions of employment are as stated in the VAC Employment Agreement 2014.
- The position is for 30.4 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- A Working With Children check is required for the position.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must either be Australian citizens, or have permanent resident status.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@thorneharbour.org

For further enquiries please contact: Venetia Brissenden

Applications close Sunday, September 29, 2019.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.