

# **(AOD CARE AND RECOVERY CO-ORDINATION) (ALCOHOL AND OTHER DRUG PROGRAM EASTERN SURE CONSORTIA) (EASTERN REGION)**

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	AOD Care and Recovery Co-ordination Clinician / Intake Clinician SCHADS Level 6
<b>Program</b>	Alcohol and Other Drug Program (Eastern Region)
<b>Hours</b>	Part Time
<b>Hours per week</b>	8 day fortnight- 30.4 hours per week- 3 days per week Based in Box Hill for Care and Recovery Co-ordination and 1 day per week based out of Ringwood for Intake.
<b>Duration</b>	Ongoing
<b>Fixed term end date</b>	Ongoing contract based on renewal of program funding
<b>Location</b>	3 Days per week based at Box Hill 1 Day per week based at Ringwood
<b>Reporting Relationship</b>	This position reports directly to Team Leader supervising the position
<b>Effective date</b>	March 2018



## Overview of program

### The SURE Program

The SURE Program is a state funded AOD service offered in the Eastern and South Eastern Region of Melbourne, Anglicare AOD Program in partnership with EACH AOD Program, offer a number of Drug and Alcohol support to individuals and their families. As part of the SURE consortia, Anglicare offer AOD Intake and Assessment, Counselling and Care and Recovery Co-ordination to individuals 16 years and above.

The Current position advertised is a 9 day fortnight Care and Recovery Co-ordination Position located in Bayswater.

### Position Objectives

1.	Provide outcome-based holistic short term and long term AOD care Co-ordination and Case Management to individuals requiring AOD support. And one day per week be located at the Ringwood Office offering Intake support to individuals wishing to access AOD support.
2.	To offer a blend of Office Based and Outreach support
3.	Enhance ability of individuals, family members and significant others including mandated clients to respond to drug and alcohol concerns and support accessing appropriate services to support recovery
4.	Develop Individual Recovery Plans for individuals accessing the service
5.	Assist clients to work towards harm minimization strategies and relapse prevention and support a shared care approach.
6.	Establish co-operative and effective working relationships with staff within the AOD program and wider Anglicare Services and ensure appropriate liaison with mental health, housing, AOD, DHHS and Family Services.

## Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Within the Care and Recovery role- To carry a caseload and deliver office based consultancy, outreach support, Case Management and Care Co-Ordination to individuals and family members within a harm minimization framework Within the Intake role- Offer phone screening to Individuals contacting the service to access AOD support, offer phone bridging support until allocation to a service.
2.	To Collaborate with Internal and External Services to support individuals to access appropriate Services, co-ordinate Care Team Meetings and offer a shared care approach to clients.
3.	To develop strong working relationships with AOD detox and Rehabilitation Services, in conjunction with other support organizations.
4.	To actively contribute to the development of the service model.
5.	To actively participate in regular supervision with the Team Leader and to undertake any further professional development needed to perform the role.
6.	To maintain up to date records and the relevant data collection methods which all alcohol and drug services are mandated to keep.
7.	To be open to take on additional projects at the request of the leadership team

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	Tertiary qualifications in a relevant discipline (Psychology, Social Work, Social Science, Counselling) and specifically a minimum of a Cert 4 in Alcohol and Other Drugs
	Minimum of 3 years' experience within the Community Services Field, ideally the AOD Sector
	Well Developed understanding of Case Management and Care Co-Ordination Skills as well as a strong understanding of Therapeutic Approaches used within the AOD sector.
	Current Drivers License

## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.



## Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.



## Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name:

---

Signature:

---

Date:

---