

## AOD CARE AND RECOVERY COORDINATOR (WESTERN 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 Coordinator
<b>Program</b>	Drug and Alcohol & Youth Services Program
<b>Classification</b>	SCHADS Award Level 5 (Social Worker Class 2) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Hours</b>	Part Time
<b>Hours per week</b>	30.4 hours
<b>Duration</b>	Ongoing
<b>Location</b>	Werribee
<b>Reporting Relationship</b>	This position reports directly to the AOD & Youth Services Team Leader
<b>Effective date</b>	December 2021

## Overview of Program

To ensure integrated catchment wide planning and service provision, this position works within the catchment to ensure a consistent catchment-wide response to clients requiring AOD treatment and support. The role works in an integrated and coordinated fashion with AOD service streams (Intake and Assessment, Counselling, Care Coordination, Non Residential and Residential Withdrawal, Residential Rehabilitation and Youth Services) as well as related sectors to provide an integrated catchment wide service response.

## Position Objectives

1.	To facilitate seamless and integrated pathways for complex clients.
2.	Plays a critical role in clients' transition through the AOD service phases, from intake and assessment through to engagement with treatment and longer term recovery services.
3.	Works closely with internal and external service providers to ensure a smooth transition and assist clients to remain on their treatment plan.
4.	Works with complex clients to develop holistic long term recovery plans focusing on recovery from problematic substance abuse and promoting health and wellbeing and social connectedness.
5.	Help clients achieve outcomes that will sustain positive, ongoing behaviour change and improve quality of life

## Key Responsibilities

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

1.	Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis principles.
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2.	Case manage complex clients, facilitate, coordinate and support clients throughout the life cycle of their treatment plan.
3.	<p>Provide flexible coordination and support and targeted interventions to clients and family members, to enhance the client's engagement and retention in treatment and facilitate re-entry for clients who have disengaged or relapsed following treatment.</p> <p>These interventions may include:</p> <ul style="list-style-type: none"> <li>- Conducting assessments of clients' AOD treatment and recovery needs and assisting clients to develop holistic treatment plans to meet these needs.</li> <li>- Providing practical assistance, such as transport to key appointments and facilitating access to relevant services.</li> <li>- Opportunistic motivational interviewing and supportive counselling with the aim of retaining clients in treatment.</li> <li>- Provision of harm reduction information and education.</li> <li>- Coordination of and contribution to case conferences to facilitate integrated and consistent treatment across services.</li> </ul>
4.	Facilitate client access to a range of appropriate treatment options and service providers, both internally and externally, to address their AOD use and meet long term recovery goals.
5.	Utilise the Drug & Alcohol Outcome Star and/or other outcome measure to identify goals, track and monitor progress across a range of recovery domains and provide clients with tangible evidence of the effectiveness of their treatments and develop individual long term recovery plans by assisting clients to identify achievable and relevant goals.
6.	Work with clients and their families to develop holistic discharge plans that support meaningful social and economic participation and other practical aspects of recovery.
7.	Provide clinical expertise and secondary consultation to other health and welfare services including the provision of offsite assessments to facilitate clients' access to AOD treatment.

## 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) & b).

### a) Role specific requirements

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

 <p>Role Specific</p>	<p>1. 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 (or able to complete within the first 12 months of employment). Competencies in dual diagnosis (or able to complete within the first 24 months of employment).</p> <p><i>AOD and Dual Diagnosis Competencies</i> <i>The competencies required in the first 12 months are;</i></p> <ul style="list-style-type: none"> <li>• CHCAOD402B: Work effectively in the alcohol and other drugs sector</li> <li>• CHCAOD406E: Work with clients who are intoxicated</li> <li>• CHCAOD408B: Assess the needs of clients with alcohol and/or other drug issues</li> <li>• CHCMH401A: Work effectively in mental health settings</li> <li>• CHCCS521: Assess and respond to individuals at risk of suicide</li> </ul> <p><i>The competencies required in the first 24 months are;</i></p> <ul style="list-style-type: none"> <li>• CCHCMH504E: Provide a range of services to people with mental health issues</li> <li>• CHCAOD510B: Work effectively with clients with complex alcohol and other drug issues</li> <li>• CHCAOD511C: Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues.</li> </ul>
	<p>2. Proven skills in the application of assessment, case coordination, case management, case formulation, development of Individual Treatment Plans and discharge planning.</p>
	<p>3. Significant experience working with AOD or dual diagnosis clients.</p>
	<p>4. Highly developed communication and conflict resolution skills.</p>
	<p>5. Ability to contribute to formal intra and inter service program development and evaluation activities.</p>

## 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 two capability groups; **Personal Qualities and Relationship and Outcomes** (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

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. 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 may 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 an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- As an Authorised Worker the incumbent is required to comply with all Victorian Government's Chief Health Officer's COVID-19 Mandatory Directions

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name:

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Signature:

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Date:

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