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### About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

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### Alcohol & Other Drugs Services

Anglicare Victoria's Alcohol and Other Drugs (AOD) services operates via a number of programs which aim to reduce harm and prevent relapse. Our trauma-informed employees meet young people, adults and families where they are at in their journey and work to support safety, understanding and compassion for everyone involved in the recovery process. We provide counselling, consultancy and continuing care to individuals using substances; families and friends of individuals using substances; individuals currently involved in the criminal justice system and professionals needing assistance in working with and supporting individuals using substances. We also work with families to support the Reunification Program, which provides counselling, consultancy and continuing care to parents whose children are subject to Family Reunification Order, children who are impacted by the Family Reunification process, working in collaboration with Child Protection from a shared care approach and providing assessment and ongoing treatment for parents, their children and family members under a Family Therapy model.

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### Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Alcohol & Other Drugs Services
Program:	N/A
Reports To:	Team Leader – Alcohol and Other Drugs
Direct Reports:	May supervise more junior employees and students
Internal Stakeholders:	All relevant stakeholders to enable continual improvement to the design and implementation of our service.
External Stakeholders:	Clients, Families, DFFH, Partnership Organisations, Community & Health Organisations, Funding Bodies, Carers and Local Community
Classification:	SCHADS Level 6

## About You (Key Selection Criteria)

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### Qualifications/Licences

Required:

- Tertiary qualifications to Bachelor or Diploma level in Social Work, Psychology, Counselling or Behavioural Sciences or equivalent.
- Cert IV in AOD or Post Graduate Certificate in AOD, including Dual Diagnosis competencies.
- Full Victorian Drivers Licence

Desirable:

- First Aid Certificate
- Graduate Certificate in Family Therapy.

### Knowledge and skills

- Highly developed knowledge and experience in working with practice models of contemporary counselling approaches in the alcohol and drug field.
- Significant clinical experience and demonstrated competence in application of theory and practice techniques in therapy with families, with specific emphasis on adolescents and their parents.
- Experience in Family Reunification and demonstrated ability to work with mandated clients.
- Understanding of the principles of harm minimization and approaches to the treatment of AOD substance use including relapse prevention.
- Understanding of the developmental needs of young people and ability to work with them in the context of family and social attachments.
- Demonstrated experience and skills in developing co-operative partnerships with agency workers and community services
- Highly developed communication skills (written and oral) to manage both internal and external stakeholders.
- Ability to advocate for and promote best practice in AOD services.
- Demonstrated ability to be receptive and flexible to new ideas and the capacity to adapt to changing work demands and circumstances.
- Ability to mentor and support less experienced AOD employees.
- Excellent computer, organisational and time management skills and the ability to be self-directed, whilst working within a team.
- Ability to listen, problem-solve and resolve conflicts through well-developed conflict resolution skills.
- Ability to self-reflect, take on board feedback, and use supervision opportunities to improve one's practice and leadership.

### Personal Qualities

- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Initiative and accountability:** be proactive and self-starting, seize opportunities and act upon them, take responsibility for own actions.
- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Self-Development:** the desire to continually develop, inquire and learn through on the job experiences, exposure through participating in events, mentoring and education.

- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.

### **Your Contribution (responsibilities)**

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The key contributions in the role are outlined below:

#### **Role specific**

- Delivering counselling services to clients via outreach.
- Conducting comprehensive intake and assessments including mental health screens and MARAM assessments.
- Managing a case load, as assigned, to support young people and families to reduce young people's problematic substance use and associated harms.
- Improving long-term treatment, health and well-being outcomes for young people with substance use issues by improving treatment engagement, retention and family functioning.
- Improving the management of relapse through improved support for young people.
- Engaging clients in cooperative and goal-directed working relationships and assisting them to achieve positive outcomes by implementing an Individual Treatment Plan to specifically meet the client and/or family needs, including implementation of short-term case management strategies, facilitating entry into other AOD services where appropriate and maintaining continuity of care across service systems.
- Responding appropriately to co-morbidity of substance use and mental health problems, while using a Family Therapy approach, engaging with young people and their families to address problematic substance use.
- Improving family engagement in young people's treatment of substance use.
- Encouraging family members to explore and map their extended families and social networks in order to develop broader informal support systems.
- Assisting the family to identify additional sources of support inside and outside the family that will sustain positive changes in the family system.
- Undertaking group facilitation as per service requirements including preparation, delivery and review.
- Contributing to and participating in research to evaluate the LYFT program and to build evidence in support of a Family Therapy model that can be applied broadly across the State.
- Actively contributing to the development of the service model.
- Establishing co-operative and effective relationships with partner organisations and other AOD Service, Community Groups and Health organisations to support positive outcomes.
- Building the capacity of the Victorian specialist Alcohol and Drug Services to develop integrated family responses as part of their work with young people. Working within a harm minimisation framework.
- Being an active lead in external stakeholder meetings as a senior representative of Anglicare Victoria (AV) when required.
- Maintaining confidential client case notes to ensure effective case management and therapeutic intervention.
- Maintaining up to date records, the relevant data collection methods and management which all alcohol and drug services are mandated to keep and assist the Team Manager and Program Manager to review and evaluate program performance on a regular basis and support administrative duties as required.
- Participating in relevant training to extend and expand professional therapeutic skills.
- Participating in team development, peer and clinical supervision and the articulation of a Family Therapy treatment model that can be transferred to a state-wide application.

## General

- Ensure familiarity and compliance with all governance, policies and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops and conferences, as required.
- Ensure privacy and confidentiality is upheld at all times.
- Professionally represent AV and our services at forums, meetings and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and utilise new ways of working to enhance collaboration, effectiveness and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

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### Our Commitment to Health, Safety & Wellbeing

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

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

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### Our Commitment to Inclusion

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AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

## **Our Commitment to Child Safety**

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AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

## **Employment Screening and Required Certificates**

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Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check,
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.