

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Lead
Position Number:	525859d
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing Alcohol & Drug Service (ADS)
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Alcohol and Drug Service Team Leader (North West)
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or</p> <p>Registered with the Occupational Therapy Board of Australia; or</p> <p>Registered with the Psychology Board of Australia.</p> <p>Current Tasmanian Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

Desirable Requirements: A minimum of 3 years post graduate clinical experience in the context of an alcohol and other drug service.

Holds or is working towards a relevant tertiary qualification in alcohol and/or other drugs (AOD) field.

Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multidisciplinary team delivering high quality alcohol and other drug services in accordance with the Agency policy, legal requirements and relevant professional competencies, the Clinical Lead will provide high level support to the Team Leader within the Alcohol and Drug Service in North West in the provision of:

- Leadership and direction in the strategic development and management of a comprehensive multidisciplinary community alcohol and other drug service.
- Effective management of specified human and physical resources as directed by the Team Leader.
- Leadership, direction and change management to facilitate the implementation of Alcohol and Drug Service models of care, reform and review directions and relevant service policies, procedures and guidelines.
- Optimal clinical processes and individual client outcomes.
- Enhanced consumer and carer participation at all levels of the service.

Duties:

1. Actively contribute to the clinical leadership and management of a multidisciplinary community alcohol and drug service to ensure the provision of a high quality, comprehensive, specialist Alcohol, Tobacco and Other Drugs (ATOD) service in accordance with the principles and goals and objectives specified in relevant strategic plans, reform and review directions and associated models of care and relevant service policies, procedures and guidelines.
2. Support the Team Leader by assuming a lead role in the oversight of designated clinical processes associated with the optimal operation of a community ATOD services, including intake, crisis response, interim support, assertive case management and general team coordination.
3. Provide support to the Team Leader by undertaking the line and performance management of a designated group of staff within the Alcohol and Drug Service North West.
4. Promote compliance with the complete and timely collection of clinical data and designated Key Activity and Performance Indicators to accurately reflect service performance.
5. As a senior member of an individual service, participate in the ongoing development, implementation and evaluation of relevant policies and procedures, including ensuring the active involvement of and consultation with key local stakeholders.
6. Undertake a proactive role in developing effective partnerships with internal and external stakeholders including consumer and carer groups, local government bodies, community sector organisations and primary health service providers.
7. Assertively case-manage a designated number of clients and lead clinical service delivery.

8. Work with the Team Leader to ensure that professional supervision, mentoring and support are available to all staff within the teams as required.
9. Lead and coordinate projects, programs and/or research that improve health care services.
10. Actively participate in the development and implementation of the ADS safety, clinical risk and quality programs at the local level.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Operational and line management is provided by the Team Leader North West. Under the broad direction of and in collaboration with the Team Leader, the occupant is accountable for the optimal operation of designated clinical functions within the Alcohol and Drug Service North West in accordance with the Agency Strategic Plan and the associated models of care. The CNC - Clinical Lead receives professional guidance and support from the Team Leader in consultation with the relevant Head of Discipline as appropriate and is responsible for:

- Provision of assertive case management to a designated client group.
- Being aware of and working within all Agency policies, procedures and legislation affecting the duties of the position and for addressing inconsistencies between practice and policy.
- Maintaining own professional development and for supporting the professional development of others.
- Working without supervision and exercising considerable initiative and professional judgement with autonomy in matters relating to both the clinical and day to day coordination of the Alcohol and Drug Services North West.
- Providing authoritative advice and recommendations to the Team Leaders in relation to the effectiveness of clinical service delivery and health care outcomes for the Alcohol and Drug Services North West.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated capacity to effectively undertake a coordination/leadership role within a multidisciplinary community alcohol and other drugs service setting, including providing supervision and support to other staff as required.
2. Comprehensive knowledge of contemporary evidence-based practice used in the treatment and prevention of alcohol and other drug dependence, including alcohol and other drug assessment, the harm minimisation framework, interventions and prevention activities.
3. Proven ability to actively and effectively contribute to quality and safety processes at the individual service level.
4. Proven high level interpersonal skills including oral and written communication, negotiation, conflict resolution and decision making, together with the ability to develop comprehensive oral and written reports.
5. Proven capacity to develop and maintain partnerships with a broad range of key local stakeholders.
6. Demonstrated knowledge of Agency policies and procedures and associated legislation relevant to the coordination of a multidisciplinary community team or the capacity to effectively acquire the same, including knowledge of relevant professional competencies and standards of practice, current Work Health and Safety and Anti-Discrimination legislation and the principles of Workplace Diversity.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).