



## Employee Position Description

| <b>Position Details</b>   |  |   |
|---|--|---|
| <b>Position Title:</b> Alcohol and Other Drug (AOD) Clinician   | <b>Department:</b> Alcohol and Other Drug Services   | <b>Agreement:</b><br>Community Health Centre (Stand Alone Services)<br>Social and Community Service Employees Multi Enterprise Agreement 2022 |
| <b>Reports To:</b> AOD Team Leader  | <b>Location:</b> Hawthorn & Doncaster<br>Position may be required to work and travel across all Access HC sites. |   |
| <b>Direct Reports:</b> Nil  | <b>Employment Status:</b> Full time permanent  | <b>Classification:</b><br>Social and Community Services Employee Level 5<br>SACS SW L5 PP1  |
| <b>Position Primary Purpose</b>   |  |   |
| The <b>Alcohol and Other Drugs (AOD) Clinician</b> will work with adults (aged 16 years and over) to provide assessment, therapeutic counselling, case management and care co-ordination. This role includes work with voluntary and mandated (forensic) clients. Some clients may engage in individual therapeutic counselling, whilst others may require a combination of counselling and case management/care co-ordination.   |  |   |
| <b>The primary components of the role include:</b>  |  |   |
| <ul style="list-style-type: none"><li>Conducting comprehensive clinical AOD assessments and developing collaborative individual treatment plans with people affected by substance use, making appropriate referrals to support the client's recovery journey.</li><li>Providing therapeutic AOD Counselling for clients using evidence-based treatment and a Dual Diagnosis framework.</li><li>Delivering case management and care co-ordination for clients with complex and multiple needs, where required.</li></ul>   |  |   |
| The AOD Clinician will work within a recovery-orientated and harm minimisation model which uses a trauma-informed, strengths-based and family inclusive approach to substance misuse. The clinician will use a dual diagnosis framework and 'no wrong door' approach in their assessment and treatment of people presenting to our service. Therapeutic interventions may include motivational interviewing, mindfulness, acceptance and commitment therapy (ACT) and cognitive behavioural therapy (CBT) and relapse prevention. There may also be opportunities to co-facilitate therapeutic AOD and dual diagnosis groups within our service. Although the role will be primarily clinic-based, the small case management/care co-ordination component in this position may include assisting clients to engage with other services (e.g. mental health services) and attending care teams with other professionals. The AOD Clinician may also be required to attend relevant consortium partnership meetings, professional discipline meetings in relation to the AOD sector and client service provision. |  |   |
| Clients of the AOD service can also access a peer support group run by peer facilitators, brief interventions and therapeutic groups as appropriate. All clients who present to the AOD service at Access HC are able to access a range of community-based health services at our organisation.   |  |   |
| <i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>   |  |   |

| Decision Making Authority  | Key Relationships  |
|--|--|
| <p><b>Decisions made independent of Manager</b></p> <p>Based on the assessment of client needs, determine and support safety and harm reduction, whilst establishing client goals in counselling.</p> <p>Formulation of care plan and counselling and/or case management responsibilities in conjunction with Senior Clinician</p> | <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Engage in regular clinical supervision with Senior Clinician</li> <li>Engage in regular operational supervision with AOD Team Leader or Manager</li> <li>Liaise with any other Access HC team members involved in client care (e.g. Mental Health team, GP, Dental Services).</li> <li>Senior AOD Clinician and AOD Manager</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Liaise with any other external stakeholders involved in client's care (e.g. Office of Corrections, DHHS, NDIS Support or other support services).</li> </ul>  |
| <b>Key Accountabilities</b>  |  |
| Focus Areas  | Responsibilities   |
| <p><b>Assessment, treatment planning and addressing client needs</b></p>   | <ul style="list-style-type: none"> <li>Conduct high quality comprehensive and client-centred assessments (including risk assessment) of clients presenting to the AOD service, using Department of Health and Human Services AOD assessment tools and other relevant assessment tools and outcome measures as appropriate</li> <li>Conduct screening for mental health and other co-occurring conditions where appropriate, using a dual diagnosis framework</li> <li>Develop and implement collaborative Individual Recovery Plans and treatment plans with clients and families based on a comprehensive assessment, to support treatment goals and recovery.</li> <li>Facilitate and complete referrals to other health, mental health AOD and welfare support services where appropriate (including residential withdrawal, rehabilitation and supported accommodation)</li> <li>Participate in clinical review, case conferencing, intake and allocation meetings in the AOD team as required</li> <li>Contribute to the support of clients who are waiting for service provision and assist in the management of waiting lists and service allocation.</li> <li>Provide secondary consultation, advice and recommendations to internal and external stakeholders regarding drug and alcohol issues.</li> </ul> |
| <p><b>Therapeutic interventions and collaboration with other stakeholders</b></p>  | <ul style="list-style-type: none"> <li>Provide therapeutic interventions to voluntary and mandated clients using evidence-based approaches, such as Cognitive Behavioural Therapy (CBT), Acceptance and Commitment Therapy (ACT), Internal Family Systems (IFS), motivational interviewing, mindfulness, relapse prevention and trauma informed therapeutic approaches.</li> <li>Provide therapeutic interventions to adults presenting with substance misuse (with and without co-occurring mental ill health issues) within a harm minimisation and dual diagnosis framework; where appropriate this may include treatment of mild-moderate health concerns (e.g. anxiety) alongside treatment of substance misuse.</li> <li>Work collaboratively with clients, families and significant others to support treatment goals and recovery.</li> <li>Facilitate therapeutic group programs and brief interventions as required; participate in the development of therapeutic and support groups to respond to the needs of clients.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>Provide brief intervention, crisis management and relapse prevention to clients as required</li> <li>Participate in shared care plans in collaboration with internal services and external agencies as required</li> <li>Participate in case management and service coordination practices with other professionals, supporting the clients' journey through relevant treatment services</li> <li>Work within a collaborative care-team approach and participate in multidisciplinary team and case management practices as appropriate</li> <li>Provide a holistic and accessible service to adults who present with multiple and complex needs, including linkages with other support and treatment services</li> <li>Contribute to the support of clients who are waiting for service provision and assist in the management of waiting lists and service allocation</li> <li>Participate in case allocation, case review and discharge planning processes, liaising with the Senior Clinician/Manager as appropriate.</li> </ul>  |
| <b>Administration, documentation and Service Development</b> | <ul style="list-style-type: none"> <li>Complete assessment reports and documentation in a timely manner as required and maintain accurate and up-to-date client files.</li> <li>Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents</li> <li>Contribute to the planning, development, delivery and evaluation of the AOD service model at AccessHC</li> <li>Participate in other program development and project work as required</li> <li>Manage and meet individual performance targets as required for funding purposes; provide accurate and up-to-date client records and targets each quarter</li> <li>Represent the service as required in a professional, courteous and empathic manner.</li> <li>Contribute to the planning, development, delivery and evaluation of the AOD service model at AccessHC and ECADS</li> <li>Actively participate in individual and group clinical supervision with the Senior Clinician/s</li> <li>Actively participate in organizational supervision with the AOD Team leader or AOD Manager</li> <li>Actively participate and contribute to AccessHC service integration activities as requested by the Manager</li> </ul> |
| <b>AccessHC Values</b>                                       | <ul style="list-style-type: none"> <li>Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i></b></li> </ul>  |
| <b>Governance and Compliance</b>                             | <ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct</li> <li>Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service</li> <li>Actively participate in relevant continuing professional development as required</li> <li>Actively participate and contribute to AccessHC service integration activities as requested by the Manager</li> </ul>  |
| <b>Workplace Health and Safety</b>                           | <ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times</li> <li>Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct</li> </ul>   |

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| Selection Criteria   |   |
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| <p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check (if applicable) if lived o/sin the last 10years</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Alcohol and Other Drugs or related discipline or a minimum of 3 years demonstrated experience working with adults and families in the AOD sector</li> <li>• Recognised tertiary qualifications in psychology, social work, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions</li> <li>• Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to substance use (including assessment, brief intervention, clinical risk assessment and management, family support, therapeutic counselling and case management/care coordination)</li> <li>• Demonstrated high level of knowledge and understanding of the AOD treatment sector, the mental health sector and community support services</li> <li>• Demonstrated service co-ordination practices with internal and external service providers (including primary health/medical sector) and the ability to provide holistic care for clients presenting with a broad range of substance use and psychosocial needs</li> </ul> | <p><b>Attributes we value</b></p> <ul style="list-style-type: none"> <li>• Understanding of harm minimisation and reduction principles and ability to work with a recovery-oriented model</li> <li>• Experience using electronic health records and reporting software, including TrakCare (desirable)</li> <li>• The ability to maintain high level assessment documents, client records, reports and case notes</li> <li>• Well-developed interpersonal and communication skills and the ability to work as part of a team</li> <li>• The ability to work respectfully and creatively with a culturally and linguistically diverse client population, including Indigenous Australians and LGBTQIA+ community</li> <li>• The ability to take initiative in the workplace, be flexible in your approach and be a self-directed learner</li> <li>• Effective time management and prioritisation skills</li> <li>• Well-developed presentation and report writing skills</li> <li>• High level of accuracy and attention to detail</li> <li>• Strong analytical and problem-solving skills</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul> |
| <p><i>Access Health and Community is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with mental health and/or AOD recovery experience, and those with diverse genders and sexualities. We also support Aboriginal and Torres Strait Islander people and those from culturally and linguistically diverse background. As a vaccine positive organisation, we encourage COVID-19 vaccinations and offer disability services, requiring successful applicants to undergo a NDIS Workers Screening Check, Working With Children Check, Police Check and potentially an International Check. Access Health and Community acknowledge the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work. We pay our respects to Wurundjeri Elders past and present and future, and extend that respect to other Aboriginal and Torres Strait Islander people. We acknowledge that sovereignty was never ceded.</i></p>   |   |

### Authorisations

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**Employee Name:**  
**Signature:** \_\_\_\_\_  
**Date:** / /

**Manager Name:**  
**Signature:** \_\_\_\_\_  
**Date:** / /

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