

Employee Position Description

Position Details		
Position Title: AOD Clinician/ Case Manager - MSRS	Department: Alcohol and Other Drug Services	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Reports To: AOD Manager	Location: Hawthorn / Doncaster East	
Direct Reports: Nil	Employment Status: Permanent Full-time	Classification: Social and Community Services Employee Level 5 Year 1
Position Primary Purpose		
<p>The primary responsibility of this role Medication Support Recovery Service (MSRS) AOD Clinician/ Case Manager will provide support to clients within a recovery-orientated model, employing a strengths-based client-centred and family inclusive approach to substance use. The AOD Clinician/Case Manager will use a dual diagnosis framework and 'no wrong door' approach in their assessment and treatment of people presenting to our service.</p> <p>The AOD Clinician/ Case Manager will provide specialist assessment, therapeutic counselling, medical support and care co-ordination for individuals and families affected by pharmaceutical dependence and misuse and the MSRS team consists of therapeutic counsellors, specialist nurses, peer support workers, project officers and a project co-ordinator. The AOD Clinician/ Case Manager will sit in the broader Alcohol and Other Drug service at Access Health & Community, supported by the Manager and Senior Clinician.</p> <p>The AOD Clinician/ Case Manager will work with individuals and families affected by pharmaceutical misuse, including those who also misuse or are dependant on other substances (such as alcohol or illicit drugs). Therapeutic interventions may include; brief interventions, psychoeducation/ overdose awareness, motivational interviewing, mindfulness, acceptance and commitment therapy (ACT), cognitive behavioural therapy (CBT), harm reduction and relapse prevention. This role may require some after-hours service delivery.</p> <p>The Medication Support and Recovery Service also offers peer support, family counselling, single-family sessions and clinical nursing/ withdrawal support services. In addition, all clients who present to the Alcohol and Other Drug service at AccessHC are able to access a range of community-based health services at AccessHC, including GPs, nursing and dental services.</p>		

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.

Decision Making Authority		Key Relationships	
Decisions made independent of Manager <ul style="list-style-type: none">Based on the assessment of client needs, determine and support safety and harm reduction, whilst establishing client goals in counselling.Formulation of care plan and counselling and/or case management responsibilities in conjunction with Senior Clinician		Internal <ul style="list-style-type: none">Engage in regular clinical supervision with Senior ClinicianEngage in monthly operational supervision with AOD ManagerLiaise with any other Access HC team members involved in client care (e.g. Mental Health team, GP, Dental Services).Senior Clinician and Manager External <ul style="list-style-type: none">Liaise with any other external stakeholders involved in client’s care (e.g. Office of Corrections, DHHS, NDIS Support or other support services).	
Key Accountabilities			
Focus Areas		Responsibilities	
Clinical intake and assessment		<ul style="list-style-type: none">Conduct high quality comprehensive and client-centred assessment (including risk assessment) of clients presenting to the Medication Support and Recovery Service, using Department of Health and Human Services AOD assessment tools and other relevant assessment tools and outcome measures as appropriateConduct screening for mental health and other co-occurring conditions where appropriateParticipate in clinical intake and allocation processes including supporting intake/referrals for the service	
Treatment planning and addressing client needs		<ul style="list-style-type: none">Develop collaborative treatment plans with clients and families based on a comprehensive assessment to support treatment goals and recoveryFacilitate and conduct referrals to other health, mental health, pain, AOD and welfare support services (including residential withdrawal, rehabilitation and supported accommodation)	
Therapeutic interventions		<ul style="list-style-type: none">Provide therapeutic counselling using evidence-based approaches, such as Cognitive Behavioural Therapy (CBT), Acceptance and Commitment Therapy (ACT), motivational interviewing and mindfulness based therapiesWhere appropriate, provide treatment of mild-moderate mental health concerns (such as anxiety/depression) in conjunction with treatment of substance use problemsWork collaboratively with clients, families and significant others to support treatment goals and recoveryProvide brief intervention, crisis management and relapse prevention to clients as required	

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.

Version No: 1	Last Updated: 19 September 2023	Author: Rachel Strickland	Approved By: Tamsin Short	Page 2 of 5
---------------	---------------------------------	---------------------------	---------------------------	-------------

Collaboration with other stakeholders	<ul style="list-style-type: none"> • Work within a collaborative care-team approach and participate in service coordination practices with other professionals, supporting the clients' journey through relevant treatment services • Participate in case allocation, case review and discharge planning processes as required • Provide secondary consultation, advice and recommendations to internal and external stakeholders where required
Documentation and administration	<ul style="list-style-type: none"> • Manage and meet individual performance targets as required for funding purposes, provide accurate and up -to-date client records and targets each quarter • Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents • Administer clinical review and outcome tools with clients at assessment, review and discharge • Contribute to the planning, development, delivery and evaluation of the service model and program development where required • Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, pain specialists, hospitals, mental health services and other AOD providers) • Represent the service as required in a professional, courteous and empathic manner • Participate in clinical review, case conferencing, intake and allocation meetings within the Alcohol and Other Drug team as required • Conduct reviews and discharge planning and liaise with the Manager/Clinical Lead as appropriate • Contribute to the planning, development, delivery and evaluation of the AOD service model at AccessHC and ECADS • Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, mental health services and other AOD providers) • Work as part of a multi-disciplinary team to contribute to service and team development and the promotion of the consortium and its services • Participate in other program development and project work as required • Actively participate in individual and group clinical supervision with the Clinical Lead/Manager

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.

Version No: 1	Last Updated: 19 September 2023	Author: Rachel Strickland	Approved By: Tamsin Short	Page 3 of 5
---------------	---------------------------------	---------------------------	---------------------------	-------------

AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation</i> and <i>Excellence</i>. Actively participate and contribute to AccessHC service integration activities as requested by the Manager Participate in shared care plans in collaboration with internal services and external agencies as required
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times. 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.

Selection Criteria

<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> Police Check International Police Check (if applicable) Working With Children Check Professional Registration Driver's Licence <p>Key selection criteria selection items</p> <ul style="list-style-type: none"> 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 Recognised tertiary qualifications in psychology, social work, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions 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) Demonstrated high level of knowledge and understanding of 	<p>Attributes</p> <ul style="list-style-type: none"> Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs. (Desirable) The ability to maintain high level clinical assessment documents, client records, reports and case notes Well-developed interpersonal and communication skills and the ability to work both autonomously and as part of a team The ability to work respectfully and creatively with diverse populations, including Indigenous Australians, CALD communities and the LGBTIQ community. Commitment to continuous quality improvement and health promotion principles Effective time management and prioritisation skills Well-developed presentation and report writing skills High level of accuracy and attention to detail Effective financial management skills Strong analytical and problem solving skills Strong project management skills
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

Version No: 1	Last Updated: 19 September 2023	Author: Rachel Strickland	Approved By: Tamsin Short	Page 4 of 5
---------------	---------------------------------	---------------------------	---------------------------	-------------

<p>the AOD treatment sector, the mental health sector and community support services</p> <ul style="list-style-type: none"> • Demonstrated understanding of pharmaceutical overdose, including clinical risk assessment and management, overdose awareness, pharmacotherapy treatment options and harm reduction principles. • Demonstrated service coordination and case management 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 	<ul style="list-style-type: none"> • Demonstrated behaviours consistent with AccessHC values • Proficiency in Microsoft Office and relevant software applications
<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.</i></p> <p><i>At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledging histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work.</i></p> <p><i>We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services. Access Health and Community acknowledges the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work and we pay our respects to Wurundjeri Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people. We acknowledge that sovereignty was never ceded.</i></p> <p><i>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.</i></p>	
<p>Authorisations</p>	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>