



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Senior AOD Care and Recovery Coordinator
<b>PROGRAM:</b>	Therapeutic Services & Capacity Building
<b>STATUS:</b>	Full-time, ongoing
<b>REPORTING TO:</b>	Team Leader, AOD
<b>LOCATION:</b>	200 Hoddle Street Abbotsford (when public health restrictions allow – remote working from home until then)
<b>CLASSIFICATION:</b>	VAC Employment Agreement April 2014, Social Worker Class 2, SACS Level 5

### 1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Our work has now moved beyond Victoria, and Thorne Harbour Health is responding to a broad range of state and national issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

#### **Our Vision**

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

#### **Our Mission**

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation please visit our website [www.thorneharbour.org](http://www.thorneharbour.org)

## **2. PROGRAM CONTEXT, ROLE & FOCUS**

The Therapeutic Services and Capacity Building Program (TS&CB) provides specialist services to the LGBTI community and people living with HIV, combining our counselling, alcohol and other drugs, family violence services and education and training programs.

The team is made up of professionals from different disciplines and with expertise in different therapeutic modalities. Staff are all professionally qualified and currently registered or eligible for registration with appropriate professional membership organisations. Staff report operationally to the Manager, TS&CB and receive day to day oversight supervision and clinical support from their Team Leader. They also receive regular clinical supervision from a pool of clinical supervisors.

## **3. POSITION ROLE AND RESPONSIBILITIES**

The Senior AOD Care and Recovery Coordinator supports positive behavioural change in the AOD client through the delivery of evidence-based therapeutic intervention, specifically focused on care coordination, and service linkage. Services can range from a brief intervention/referral session, right through to ongoing case-coordination for people living in transitional housing, or for people who present with high acuity.

Care and recovery coordination seeks to support integrated treatment and care pathways for the highest need/highest risk clients within AOD treatment services, who require a coordinated care response. This will be undertaken through coordinated treatment planning and care and supported access to other health/human/support services.

Critical to the role is an understanding of the cultural issues and barriers that may face LGBTI community members who use alcohol or other drugs and the delivery of a culturally appropriate response.

The Senior Care and Recovery Coordinator will also contribute to the support and supervision of volunteer counsellors and students on placement, as well as assisting in program development and the design and delivery of therapeutic and psycho-educational groups.

### **Care and Recovery Coordination:**

#### **Assessment, planning, intervention, and ongoing support**

- Undertake comprehensive AOD assessment of clients presenting for service at THH
- Actively participate in regular service clinical review meetings, presenting case summaries and assessments as they are completed
- Work with clients, their families and other key services to develop long term care plans that:
  - Are informed by the comprehensive assessment and initial treatment plan
  - Identify a clear treatment pathway where multiple interventions are required
  - Identify service coordination activities
  - Set out specific, measurable, achievable, and relevant treatment goals
  - Address associated needs of families and dependent children, if required
  - Facilitate where indicated client care plan meetings with the client and other health professionals and significant others to create collaborative and comprehensive plans for the client.
- Provide care, support, and coordinated care for eligible clients referred from catchment based intake and assessment services, maintaining an appropriate case load
- Provide clients with supported referral to other alcohol and drug treatment services as required

- Liaise with AOD services regarding the person's progress against treatment goals
- Deliver information, advice and brief interventions such as motivational interviewing or group work and relapse prevention to clients, as required
- Undertake discharge planning, recording goals/outcomes achieved and post-treatment goals
- Provide ongoing AOD support for clients residing within THM properties in the SMR and INNW metro-regions. (THH AOD/C&RC services provide AOD support to clients across three THM properties)
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Achieve performance targets as set and work within Program guidelines
- Work within THH privacy policy and adhere to all THH policies and procedures, including professional codes of practice

### **Care coordination and Continuity**

- Lead care coordination or provide support where the person has an existing care coordination worker, to ensure continuity of care for the person, by:
  - Preparing the person for their next phase of treatment or care
  - Onward referral, liaison, case conferencing or collaborative work with other service providers, including those beyond the AOD sector re: the needs of the person
  - Identifying and linking clients to peer workers, volunteers and broader community supports
  - Advocating on behalf of clients, where necessary
- Facilitate access to other health and human services support that the client may require
- Create and sustain strong interagency connections with, for example, local Aboriginal community-controlled health organisations, prescribing GPs, dispensing pharmacies, housing workers, and homelessness support, child protection, family services, debt/financial counselling, employment services, and community health services.

### **Professional Liaison and Consultation**

The AOD Service provides an important opportunity for sector development and the AOD Senior CRC will model and advocate for appropriate sector responses for clients with AOD concerns who may be LGBTI or living with HIV/HCV. The success of this aspect of the Senior AOD Care and Recovery Coordinator's role is dependent on productive and professional relationships with internal and external collaborators.

- Maintain effective and collaborative relationships with care coordinators and service providers (both internal and external to THH) to ensure effective treatment pathways for clients
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners
- Participate in team planning, steering/reference groups and working parties both internal and external to the organisation, as appropriate to the service
- Act as a representative in forums and related interagency meetings as required
- Maintain regular communication and feedback with the AOD Team Leader to contribute to ongoing service improvement

## **Leadership and Participation**

The success of the AOD Service relies on the energy, capacity, and contributions of staff members who operate in a supportive and learning environment. Staff members will engage, contribute, learn, and shape the service going forward.

- Work as part of the AOD team and broader Therapeutic Services & Capacity Building Program, contributing ideas and suggestions to support service innovation and program development
- Engage in program and organisational activities to enhance the provision of quality and effective AOD Services and allied services that will benefit the clientgroup
- Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training
- Support student placement and volunteer programs and supervise students and volunteer counsellors as requested
- Undertake other duties as directed in support of the organisation and its objectives.

## **4. KEY SELECTION CRITERIA**

### **Qualifications**

1. Tertiary qualification relevant to case management practice, for example Social Work, and eligibility for membership of a relevant governing body (such as the AASW)
2. Either Certificate IV in AOD, AOD key competencies, or willingness to undertake within 12 months of employment.

### **Skills and experience**

1. Experience working as a Case Manager and/or Care and Recovery Coordinator in the AOD sector.
2. A developed knowledge of current public AOD treatment service providers in Victoria, including access requirements.
3. Experience and competence in the provision of assessment, risk management, treatment planning, and discharge planning
4. Commitment to recovery-oriented approaches within a harm minimisation framework, acknowledging and building on people's own resilience and resources
5. An interest and willingness to work with people from LGBTI communities, and people living with HIV, in a non- judgmental and respectful manner
6. Highly developed oral and written communication, organisational and administrative / reporting skills
7. Current driver's license

## **5. CONDITIONS OF EMPLOYMENT**

- Salary is paid in accordance with the VAC Employment Agreement 2014. The classification for the position is Social Worker Class 2, SACS Level 5, pay point commensurate with experience.
- Salary packaging is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee. This arrangement is available at Thorne Harbour Health.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the VAC Employment Agreement 2014.
- The position is full-time, 76 hours per fortnight.

- Evidence of a valid Working with Children Check.
- Completion of a satisfactory police check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must be either Australian citizens, or have permanent resident status.

## **6. PROFESSIONAL SUPERVISION**

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

## **7. WORKPLACE HEALTH & SAFETY**

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

## **8. APPLICATION PROCESS**

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to [recruitment@thorneharbour.org](mailto:recruitment@thorneharbour.org)

For further enquiries please contact: Venetia Brissenden, TS&CB Manager on 9865 6700, or [venetia.brissenden@thorneharbour.org](mailto:venetia.brissenden@thorneharbour.org)

Applications close Friday, 9 October 2020

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.